

Artists Information

2010 South Boston Chamber of Commerce 11th Annual South Boston Street Festival

Date: Saturday, September 18, 2010

Place: East Broadway Between I & L Street – South Boston, MA

Time: 11:00 a.m. to 4:00 p.m.

Application Deadline: August 27, 2010

Requirements:

- The South Boston Chamber of Commerce Street Festival Committee must receive a completed application form and payment in full by August 27, 2010.
- The South Boston Chamber of Commerce Street Festival Committee reserves the right to make location assignments and the right to reject any application for any reason. All fees will be returned for any rejected applications.

Participation Fees:

Option 1: Group participation as an active member of The South Boston Arts Association.

Art will be displayed in a “group setting” within the SB Arts Association designated area and coordinated by the SB Arts Association.

Fee: \$25.00

Option 2: Individual booth or display (as an individual entity subject to all vendor rules)

For South Boston Artists requiring a larger display or anyone who will be using Pop-up tents or canopies.

Fee: \$ 60.00 If you are a SB Chamber of Commerce member
\$160.00 Artists that are not a member of the SB Chamber

Parking:

- Off street parking is very limited. Vendors will be directed to an offsite parking space on a first come basis.
- Once exhibits are unloaded, all vehicles must be moved off the street.

Check in:

- You **MUST** check in at the intersection of East Broadway and I Street, where you will be notified of your space location.
- Vendors **MUST** contain their display, work, and storage within the dimensions of their booth.
- All participants are expected to provide your own tables, canopies, extension cords, debris removal, etc.
- Participants **are required** to stay open from 11:00 a.m. until 4:00 p.m.

Rain Policy:

- Rain or shine, the festival will go on.

Questions: Contact us at 857-350-9460

Please return completed applications and all applicable fees to:

South Boston Chamber of Commerce
P.O. Box 476
South Boston, MA 02127

BOOTH RULES & GUIDELINES

Persons or groups setting up booths to display or sell merchandise agree to comply with the following:

1. All booth operators **must** sign-in between **8:30 and 9:30 AM** at the Registration Table at the intersection of East Broadway & I Streets.
2. **NO VEHICLES will be admitted on the street after 10:00 AM.** All vehicles must be off the street by 10:30 AM. **NO EXCEPTIONS.**
3. **All vendors must be completely set-up and operating by 11:00 AM.** Vendors are not allowed to break down prior to 4:00 PM and must be completely **off the street by 5:00 PM.**
4. All booths must display appropriate signage indicating the name of the business or organization represented and a booth permit that you will receive when you register on the day of the festival.
5. Please keep your area clean. You will be provided with a trash bag when you register on the day of the festival.
6. No generators will be allowed without prior consent and appropriate city permits. If you require electricity you must contact us prior to the festival to discuss your power needs, and **you must supply your own heavy-duty, three-pronged extension cord and cord curb.**
7. If you plan on using any kind of canopy, you must indicate so on your applications and you must supply your own fire extinguisher and a method to anchor or secure the canopy in the event of wind gusts. **All Pop-up tents or canopies MUST be fire rated.**
8. **Playing music of any kind at your booth site is not permitted. There are two stages that will provide entertainment throughout the day.**
9. Selling anything other than those items previously agreed upon by the South Boston Chamber of Commerce Street Festival Committee is not permitted. If you are found to be in violation, your booth will be shut down.
10. Food vendors are required to obtain a City of Boston health permit. The Festival Committee will coordinate the permits providing your Festival Application and Temporary Food Service Application are received prior to August 27th.
11. The festival is a **rain-or-shine event.** We regret that in the event of bad weather there will be no refunds.
12. The South Boston Chamber of Commerce is not responsible for any lost or stolen items.

**Your cooperation in observing these regulations is greatly appreciated.
However, booth operators or vendors found to be in violation of these regulations
will be asked to close down until satisfactory and continued compliance is assured.
Non-compliance will result in permanent closure without a refund.**

Important Facts to Note

1. Expected Attendance: 8,000 – 10,000 attendees over 5 hours
2. Vendor spaces are open to business, artists, civic organization, or restaurant throughout South Boston. A limited number of spaces may be made available to non-South Boston businesses and organizations **subject to the approval of the Festival committee.**
3. Electrical sources are very limited and assigned on a first come basis.
4. Your application must be received by August 20th if you are a food or beverage vendor and to have your business or organizations name included most advertising material.
5. All vendors and organizations are responsible for providing their own tables, chairs, tents, etc.
6. **Home-baked goods are NOT PERMITTED.**

South Boston Street Festival Rules and Vendor Terms of Agreement

1. The South Boston Street Festival (herein called "Festival") Coordinator and the South Boston Chamber of Commerce (herein called "Festival Committee") are authorized to enforce Festival rules (herein called "Rules") and Vendor/Artists Terms of Agreement (herein called "Terms").
2. Vendor and Artists understands that Festival Committee may prohibit vendor participation if vendor booth or merchandise is deemed inappropriate for Festival.
3. That Vendor or Artist is granted permission to operate at the Festival under full compliance of the Rules and Terms as set forth.
4. That any one violation of any Rules or Terms shall be sufficient grounds to expel the Vendor from continued participation on Saturday, September 18, 2010 (herein called "Day of Festival").
5. Refunds WILL NOT be issued unless deemed otherwise by authorized Festival Personnel.
6. Vendor holds harmless and indemnifies the South Boston Chamber of Commerce, its Board Members, any business connected with the Board Members, the Festival Coordinators, and authorized Festival Personnel as recognized by the Board Members, as well as the City of Boston and The Commonwealth of Massachusetts and any Festival sponsors from any and all responsibilities, losses of income, claims, damages, suits, reasonable attorney's fees, costs, expenses or judgments incurred by, or resulting from, the enforcement of any of the Rules or Terms, or from the sale or consumption of goods sold by Vendor at Festival.
7. **Vendor Space**
ALL VENDOR SPACES ARE 12' x 12' (except Artists participating as part of an Arts association group). If your booth extends beyond these dimensions you MUST request and pay for additional booth spaces. Additional booth spaces will be priced accordingly. See page 1 regarding cost for additional space.
8. **Vendor Goods Rules**
All items displayed and for sale must be appropriate for public viewing. Any items that the Street Festival Committee deem inappropriate for the festival must be immediately removed.

Booth Set-up Rules

1. Vehicles must enter onto East Broadway at the intersection of Broadway and I Street only for registration and unloading, and vehicles MUST be removed by 10:30 AM and exit at the intersection of L Street.
2. Vendors may begin setting up at 8:30 am and must be completely set up by 10:30 AM
3. Vendors are completely responsible for setting up their own booths.
4. Vendors are completely responsible for all booth operating materials including staffing their booth during hours of operation, 11 am to 4 p.m., on the day of the Festival.
5. Vehicles can only exit East Broadway at L Street.

Booth Breakdown Rules

6. **Vendors MAY NOT begin booth breakdown until 4 PM unless otherwise notified by authorized Festival Personnel.**
7. Vendors are completely responsible for breaking down their own booths.
9. Vendors are responsible for cleaning their booth space after the festival.
8. Vendors are given one (1) hour to pack-up and clear the street. The street will re-open to traffic at 5:00 PM.

Insurance

9. **Individual vendors are required to provide a one-day insurance binder naming the South Boston Chamber of Commerce *and* the City of Boston** as additionally insured for the day of the festival. Certificate of Insurance **must accompany** your Festival Application by the August 27, 2010 deadline.

ARTIST APPLICATION
2010 South Boston Street Festival

PLEASE RETURN WITH YOUR CHECK TO:
South Boston Chamber of Commerce
P.O. Box 476, South Boston, MA 02127

NAME: _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE (_____) _____ FAX (_____) _____

*** IMPORTANT you must include a valid email address to receive further and last minute festival information***

EMAIL _____

On-site Contact Name(s) _____

On-site Contact mobile phone numbers _____

Detailed description of Art to be sold – Please provide details.

 Option 1:

Group participation as part of The South Boston Arts Association.

Fee \$ 25.00

My Art will be displayed in a “group setting” and I will co-ordinate with the SB Arts Association.

 Option 2:

Individual booth or display

I would like an individual booth space for a larger display or I will be using Pop-up tent or canopies.

 I am a SB Chamber of Commerce member,

Fee: \$ 60.00

 I am not a member of the SB Chamber of Commerce

\$ 160.00

AMOUNT ENCLOSED:

\$ _____

I have read, understand, and agree to abide by the rules and regulations as established by the South Boston Street Festival Committee and any applicable City of Boston codes. I understand that if I do not abide by these rules and Vendor Terms of Agreement included in this package that my booth will be closed without a refund.

Applicant's Signature _____ Date _____