



## 5<sup>th</sup> Annual South Street Spring Fest Festival Participation Fact Sheet

### Date/Time/Location

- Location – Front to 8th Streets on South Street and 2nd Street from South to Lombard Streets,
- Date - Saturday May 6, 2017 (rain or shine)
- Time: 11:00 am – 8:00 pm
- Contact: Bill Arrowood at 215-413-3713 or festival@southstreet.com

### All Vendors

- Participation requires submission of a **VENDOR SPACE RENTAL APPLICATION** and the appropriate fees by the required **deadline of April 17, 2017**  
(Applications received or postmarked by March 10 are eligible for \$50 early bird savings)
  - The South Street Headhouse District reserves the right to reject any application
  - The South Street Headhouse District reserves the right to assign space allocation & placement at its sole discretion (prior year participants will be given priority, but cannot guarantee previous space)
- Vendors will be required to operate during the following minimum time frame:
  - 11:00am to 7:00pm **Food & Beverage Vendors**
  - 11:00am to 7:00pm **Retail Sales / Crafter / Artisan**
  - 11:00am to 6:00pm **Family Zone / Non-profit Organization**
    - Set up will be available beginning at 8:00am
    - All participants will be required to be ready for business no later than 10:30am
- For efficiency and cost savings, the District will be coordinating tent, table, chair & equipment rentals through one centralized vendor (**see attached form**)
  - **Tent & Equipment Rental Form** must be submitted with payment by the noted deadline
  - If any vendor choose not to rent items though the District, vendor may bring their own items subject to applicable fire codes and L&I permits
- **No electrical power will be available on the street to vendors.**  
**Any generators used must be blimped/muffled and all electrical power lines must be secured and covered.**
- All vendors will be subject to the District's load-in/load-out schedule.
- Vendor agrees to assume all responsibility for all items brought to the SSHD Spring Festival
- All vendor are required to remove all trash/boxes/debris from their area and vending areas must be left broom clean, a **\$50 surcharge** will be imposed for not adhering to this requirement
- Each vendor agrees to assume all individual liability and to indemnify, defend and hold harmless the South Street Headhouse District from and against all claims.
- The SSHD Spring Festival shall have the full power to interrupt individual operations and enforce regulations and shall have the power to make amendments and further regulations as shall be considered necessary for the proper and orderly conduct of the Festival.

### **Food & Beverage Vendors – supplemental information**

- Food and Beverage handling/serving areas are required to be tented by city ordinance  
Seating areas do not require tenting
- Vendors must be in compliance with all Licensing & Inspections and Department of Health regulations of the City of Philadelphia
- Applicable vendors must be in compliance with all PLCB laws and regulations
- By city ordinance, alcohol sales must end promptly at 7:00pm



# Vendor Space Rental Application

## 5<sup>th</sup> Annual South Street Spring Fest

### Saturday May 6, 2017

Company Name \_\_\_\_\_

Company Address \_\_\_\_\_

Company Phone \_\_\_\_\_ Website \_\_\_\_\_

Facebook \_\_\_\_\_ Instagram \_\_\_\_\_

What type of items/services will you be selling, promoting or distributing? *(Feel free to attach photos)* \_\_\_\_\_

**Contact Information (not published – for internal use only)**

Contact Name \_\_\_\_\_ Cell Phone \_\_\_\_\_

Contact E-mail \_\_\_\_\_

Alternate contact: (if applicable): \_\_\_\_\_

Applicant Type	Initial 10' x 10'		Additional <sup>1</sup> 10' x 10'
<input type="checkbox"/> SSHD Retail or Service Business	<input type="checkbox"/> \$200	+	<input type="checkbox"/> \$ 75
<input type="checkbox"/> SSHD Food and/or Alcoholic Beverage Vendor <sup>3</sup>	<input type="checkbox"/> \$600	+	<input type="checkbox"/> \$100
<input type="checkbox"/> Non-South Street Headhouse Retail or Service Business	<input type="checkbox"/> \$300	+	<input type="checkbox"/> \$150
<input type="checkbox"/> Non-South Street Headhouse Food & Beverage <sup>2 &amp; 3</sup> <i>(No Alcohol)</i>	<input type="checkbox"/> \$325(cart)		<input type="checkbox"/> \$425(truck)
<input type="checkbox"/> Artist / Artisan / Crafter <i>(must be handcrafted items)</i>	<input type="checkbox"/> \$250	+	<input type="checkbox"/> \$100
<input type="checkbox"/> Non-Profit Organization/Group	<input type="checkbox"/> \$150	+	<input type="checkbox"/> \$ 50
<input type="checkbox"/> National, Regional and/or Corporate Vending	<input type="checkbox"/> \$1,500	+	<input type="checkbox"/> \$200
<input type="checkbox"/> Early Bird Discount <b>(must be received or postmarked by March 10, 2017)</b>	subtract \$50		
<input type="checkbox"/> Desired Rental Items Total (attach order)	\$ _____		
<b>TOTAL AMOUNT DUE</b>	<b>\$ _____</b>		

**NOTES:** <sup>1</sup> Additional space is subject to availability    <sup>2</sup> Spaces are limited for certain vendor categories  
<sup>3</sup> Requires additional health department paperwork prior to approval and space allocation

Please Make Checks Payable to: **South Street Headhouse District**

**Return Application and payment by the noted deadline to:**

South Street Headhouse District ♦ PO Box 63675 ♦ Philadelphia, PA 19147

*(sorry, no credit cards / check or money order only)*

By signing this Application, I accept responsibility for setup, breakdown and cleanup of allocated space. I accept responsibility for providing any necessary equipment. I acknowledge that I am responsible for maintaining all proper business permits & licenses and adhering to applicable laws, regulations and ordinances. I further acknowledge that this Application must be accompanied by payment and will not be considered a rental agreement until approved by SSHD.

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

# South Street Spring Festival

Tents - Tables - Chairs - Equipment    Order Form

**Deadline:**  
Friday April 21

QTY	TENTS & RAIN PROTECTION	EACH	TOTAL
	<b>10 x 10 Festival Tent (with weights)</b>	<b>175.00</b>	
	Rain Gutter - between two 10 x 10 tents	17.00	
	20' Sidewall - covers back and 1 side (solid white vinyl)	30.00	
	30' Sidewall - covers back and 2 sides (solid white vinyl)	40.00	
	20' Sidewall - covers back and 1 side (with clear vinyl window)	40.00	
	30' Sidewall - covers back and 2 sides (with clear vinyl 'window')	55.00	
QTY	TABLES & CHAIRS		
	<b>8' long x 30" deep</b>	<b>10.00</b>	
	6' long x 30" deep	9.50	
	Low cocktail tables - 30" round / 30" tall	13.00	
	High Top tables - 30" round / 42" tall	13.00	
	High Top tables - 36" round / 42" tall	14.00	
	<b>Folding Chair</b>	<b>2.00</b>	
QTY	COOKING / COOLING / OTHER		
	<b>10 gal Thermal Container w/ spigot (used for hand washing)</b>	<b>45.00</b>	
	<b>Propane Grill - 2' x 5'</b> (propane extra)	<b>140.00</b>	
	Propane Flat Top Griddle - 20"x30" (propane extra)	140.00	
	Deep Fryer (propane extra)	140.00	
	<b>Propane Tank - 40 lbs</b>	<b>50.00</b>	
	Charcoal Grill - 2' x 5' (does not include charcoal)	110.00	
	<b>Fire Extinguisher (required w/ grills - may supply your own)</b>	<b>20.00</b>	
	<b>48 qt. ice chest</b>	<b>14.00</b>	
	ice tub with rope handles (round / low / for chilling cans & bottles)	15.00	
	Super Cooler: Holds 1/2 keg or loose cans (tall)	30.00	
	Bar top riser (approx. 12" tall x 8' long) - attaches to top of 8' table	25.00	
<b>Call Specialty Productions about any other needs!</b>			
<b>Sub Total</b>			<b>\$</b>
<b>Tax / Delivery / Set-Up Charges - 15% of sub-total</b>			<b>→ \$</b>
<b>TOTAL - Make check payable to South Street Headhouse District</b>			<b>\$</b>
<b>Business Name:</b>			
<b>Contact Name:</b>			
<b>Business Address:</b>			
<b>Work Number:</b>			
<b>Cell Number:</b>			
<b>E-mail:</b>			