



2024 Italian Family Festa

presented by the Italian American Heritage Foundation

ARTS AND CRAFTS VENDORS POLICIES AND PROCEDURES

APPLICATION: Complete the enclosed application and return it with full payment by **June 15, 2024**. The Italian American Heritage Foundation (IAHF) reserves the right to select vendors based upon the presentation of merchandise to be showcased. We attempt to have a variety of arts and crafts keeping to a minimum repetitive items. Notification of your approved application will be sent to you within one week of receipt.

CANCELLATION: If you find it necessary to cancel your participation, please send a written request stating reason for cancellation to email: vendors@italianfamilyfestasj.org OR mail to: IAHF Festa Refund, c/o Susan Minor, 425 N. 4th Street, San Jose, CA 95112. Refund requests postmarked or delivered in person by July 5, 2024 will receive a refund minus a 10% service charge. Cancellation requests received after **July 5, 2024** will not be refunded.

CONTACT AT IAHF: Should you have any questions regarding the Arts and Crafts vending at the 2024 Italian Family Festa, please contact us at: vendors@italianfamilyfestasj.org.

MERCHANDISE: Only pre-approved items may be displayed and sold. A description of all items to be sold must be detailed in the vendor application. The sale, use or display of unapproved products, services, or illegal items are prohibited and could be cause for dismissal from the event.

PLASTIC BAG BAN: As of January 1, 2012, the City of San Jose has banned the use of plastic bags for all retail establishments. You may provide paper bags as follows: 40% post-consumer recycled material and charge a minimum of 10 cents for each bag. The charge will be retained by the vendor. More information on the City of San Jose plastic bag ban can be found at: <http://www.sanjoseca.gov/index.aspx?nid=1526>

BOOTHS AND DISPLAYS: All booths, displays and merchandise must be tasteful and appropriate for a family friendly environment. Space may not be assigned, sold, traded or shared without prior approval.

SOLICITATION: Only pre-approved services and merchandise may be promoted at the Vendor's booth. Unless pre-authorized, the IAHF does not permit within the Festa boundaries the distribution of printed materials, sampling, hawking, panhandling or solicitation of any kind.

PERMITS, LICENSES AND SALES TAX: Permits and licenses, including a seller's permit are the vendor's responsibility. Vendors may obtain a resale permit through the California State Board of Equalization. It is the vendor's responsibility to collect payment for services rendered and/or items purchased in addition to applicable taxes.

ELECTRICITY AND LIGHTING: The event does NOT provide electrical power, extension cords and/or lighting. Fuel generators are not permitted. Battery operated power supplies and lights are recommended and are permissible for lighting and other electronic devices.

EQUIPMENT AND SUPPLIES: The IAHF is not responsible to provide tables, chairs, awnings, lighting, booth, tents, fixtures or transportation. It is the vendor's responsibility to furnish any and all necessary equipment and supplies to operate their space.



ALL BOOTHS MUST BE ANCHORED TO PREVENT BLOW-OVER (WEIGHTED ANCHORS ONLY, NO STAKES MAY BE USED).

VEHICLES: All vendors must supply information explaining the type of vehicle(s) they will bring to the event i.e. SUV, Cargo vans, trailers etc. This information is critical to the load-in and load-out process and vendor location (see page one of application).

SET UP: All vendors will be notified by mail with exact load-in times and date, along with a map showing the exact location of your booth, four weeks prior to event. After dropping off your merchandise and booth at your allocated space, you will need to remove your vehicle to a designated area for parking. You can then return to your booth to continue your set-up. Due to the logistics of this event site, it is imperative that all vendors follow all instructions for the load-in and load-out procedures.

LOSSES: The IAHF is not responsible for any depreciation or loss of any kind as a result of fire, theft, physical violence, elements of nature or other cause regardless of origin. There will be limited overnight private security Friday and Saturday nights.

CLEAN UP: Each vendor is responsible for the condition and cleanliness of their space during and after the event. All booths areas will be inspected after the event for satisfactory conditions. At the end of the event, vendors must remove everything from their booth in a timely manner that may not exceed 2 (two) hours after the end of the event. Each vendor must breakdown their booth and let their coordinator know when they are ready to bring in their vehicle. Coordinator will give them the OK.

FINANCES: Each vendor is responsible for obtaining change required for their sales. The IAHF will not be equipped or obligated to provide change for your use.

Non-compliance with these policies and procedures may result in dismissal from the event without a refund.