

# **6<sup>th</sup> Annual Key West Phest**

## **August 7 & 8, 2009**

### **Vendor Application**

**Festival Overview:** We are currently planning the **Sixth Annual Key West Phest!!** This is a FREE event, hosted by the Presque Isle Parrothead Club for the Erie community, and thousands of visitors to our region.

What does this mean to you as a potential Vendor? Lots of traffic of course! We more than doubled the number of attendees at the event from 2004 to 2008! We've added several more hours to the event this year. The word is out... this has quickly become one of the premier summer events in Erie!!

We are very excited & impressed by the number of inquiries already received by new and past vendors this year. **We will process the apps in the order they're received, so don't wait until the last minute to get yours in!** We are anticipating that our vendor capacity will be reached very quickly.

Of course, with growth, comes change. To ensure everyone's success, safety, and optimum selling abilities, we've had to make some changes to our Vendor process, policies and requirements. Please review the following bidding instructions and general information, and contact us immediately with any questions or concerns.

We're looking forward to working with you!

**Phestival Dates: Friday & Saturday, August 7 & 8, 2009**

[www.presqueislephc.com](http://www.presqueislephc.com)

**Estimated Attendance: 10,000-15,000**

**Operating Hours:**

**Friday: 4:00-10:00 p.m.**

**Saturday: 12:00pm – 10:00pm**

# Vendor Application

## Deadline for Application and Payment: July 11, 2009

1. Contracts will be awarded based on:
  - a. THE NUMBER & ORDER OF APPS RECEIVED
  - b. PRODUCTS
  - c. HISTORY WITH THE PHEST
  - d. LOGISTICAL REQUIREMENTS
2. Vendors will be located on the east side of Liberty Park in the grass; the Vendor coordinators will determine specific location. NO VENDING CAN OCCUR ON WALKWAYS FOR SAFETY REASONS.
3. The Presque Isle Parrothead Club, Inc. retains the right to locate vendors at the most appropriate site, according to power needs & frontage requirements.
4. ***Check-In is required prior to set up.*** Insurance Certificates (*namning The Port Authority and PIPHC Inc. as additional insured's. The coverage limits we require are \$1,000,000 per occurrence \$2,000,000 aggregate*) and copies of all applicable permits and licenses, including but not limited to: sales tax ID, health department permits are required at time of set-up. No vendor will be permitted to set up without the consent of John Hromyak on the day and specified time of set up.  
***NOT CHECKING IN with PROOF OF INSURANCE & FOR LOCATION ASSIGNMENT WILL RESULT IN LOSS OF VENDING PRIVILEGE***
5. The Vendor Agrees to hold harmless and indemnify the Presque Isle Parrothead Club, Inc. for any injury or loss that might arise or come to the Vendor or his/her employees or his/her goods or any third party from any cause whatsoever while said premises are being occupied under this agreement.
6. The Presque Isle Parrothead Club, Inc. will **NOT** provide insurance. **All insurance must be placed with and paid for by the Vendor.** I/We hereby relieve the Port Authority and Presque Isle Parrothead Club, Inc. of all responsibility in connection with the safekeeping of our property while said properties are at this event.
7. The Vendor agrees to display and/or sell only those items that have been listed on the contract, and agrees to remove from the display all articles or signs objectionable to the Presque Isle Parrothead Club.

### **Vendors must be self-contained and are required to provide all booth equipment, tables/chairs, decorations, signage and supplies.**

8. **50% down payment must accompany all apps.** Any app received without down payment will be returned.
9. Vendors wishing to set-up the afternoon prior to the event will be scheduled & allowed to leave tables and tarps, etc.; however, merchandise must be secured at the Vendor's own risk. Vendors must be finished setting up by **3:30 PM , Friday, August 7th.** Vendors must tear down by Sunday, Aug 9<sup>th</sup> – **NO EXCEPTIONS!**
10. The Port Authority provides electric service, as it exists at Liberty Park and Dobbins Landing.

11. Vendors are responsible for all necessary safety precautions including a working fire extinguisher and daily clean up and maintenance of the site assigned.
12. **SITE FEE: \$200\* per vendor for each day for a 10x10 space; a fifty percent deposit\*\* is due along with your app, no later than June 4, 2009 with the balance due by July 11, 2009. If payment in full is received at time of application we will discount it at \$25.00 per day.**
13.
 

Make checks payable to: **Key West Phest**

**\*\*If the event committee rejects your app, your deposit will be returned.**  
The Phest itself is a rain or shine event. **No refunds will be awarded.**
14. Alcohol not purchased at the Phestival is not permitted at vendors' sites for personal consumption or for sale. The Presque Isle Parrothead Club reserves the right to inspect all vehicles, trailers, coolers, and other containers.
15. The Presque Isle Parrothead Club, Inc. reserves the right to terminate this agreement for any reason and at anytime.

**Vendors Are Responsible For:**

- Key West Phest contract application
- Health Department inspection to receive license
- Working fire extinguisher on-site during the festival
- All equipment
- Ice** & cooling equipment
- \*\*Vendors are NOT to sell beverages of any kind\*\***
- Booth signage
- Extension cords & plugs
- Waste buckets
- Trash removal
- Maintenance of site to keep it visually appealing at all times
- Tables & chairs
- Deposit & final payment
- Proof of insurance naming the Port Authority additionally insured**
- Platforms under freezer & refrigeration, you will not be allowed to setup in walkway. **This is a safety issue.**

**All bids must be submitted by July 11, 2009 to:**

John Hromyak  
4910 Cherry Street  
Erie, Pa 16509

I have read 2009 Key West Phest application and understand its content.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

NOTE: You may have to sign a witnessed version on day of setup. Please only return pages 3 & 4.

Pennsylvania State Tax ID \_\_\_\_\_

# Key West Phest 2009 Vendor Application

Business Name: \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Day phone: \_\_\_\_\_ Evening phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Type of concessions: \_\_\_\_\_

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**Menu items & Price: Please be specific (i.e. hot dogs, \$1.00 each)**

**\*\*VENDORS ARE NOT PERMITTED TO SELL BEVERAGES OF ANY KIND\*\***

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

**PLEASE RETURN SIGNED COPY OF THIS CONTRACT & DOWN PAYMENT:**

**John Hromyak 4910 Cherry Street Erie, Pa 16509**

Phone 814-450-1282

E-mail: [jhromyak@choiceonemail.com](mailto:jhromyak@choiceonemail.com)

**\*\*Deadline for returning signed contracts/fees & reserving space is July 11, 2009!!**

*Thank you for participating in our 6th ANNUAL KEY WEST PHEST!!*

[www.presqueislephc.com](http://www.presqueislephc.com)