

Fourth Annual



Sunday, October 8, 2017

PARTICIPANT INFORMATION

ALL PARTICIPANT CATEGORIES

- Participation requires submission of a **PARTICIPANT SPACE RENTAL APPLICATION** and the appropriate fees by the required deadline
 - Old City Fest Steering Committee reserves the right to reject any Application
 - Old City Fest Steering Committee reserves the right to assign space allocation and placement at its sole discretion (see “How To” Guide for additional information and deadlines)
- Participants will be required to operate during the entire Festival hours of 11:00am to 6:00pm
 - Set up will be available beginning at 8:00am
 - Participants will be required to be ready for business no later than 10:30am
- For consistency, efficiency and cost savings, Old City Fest will be coordinating tent, table, chair & equipment rentals through one centralized vendor
 - **Tent & Equipment Rental Form** must be submitted with payment by the noted deadline (refer to “How To” Guide)
 - All participants will be subject to the District’s load-in/load-out schedule
- Participants are required to remove all trash/boxes/debris from their area and leave the area ‘broom clean’
- Each participant agrees to assume all individual liability, to indemnify, defend and hold harmless Old City District from and against all claims and to provide a Certificate of Insurance naming Old City District as ‘additional insured.’
- Participant agrees to assume all responsibility for all items brought to the Old City Fest
- The Old City Fest producer 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 PARTICIPANTS – *supplemental information*

- Food and Beverage **handling/serving areas** are required to be tented by city ordinance
 - Seating areas, however, do not require tenting
- Participants must be in compliance with all Licensing & Inspections and Department of Health regulations of the City of Philadelphia
- Applicable participants must be in compliance with all PLCB laws and regulations
- Food & Beverage participants should be ready for Health Department inspection by 10:00am
- By City of Philadelphia ordinance, alcohol sales must end promptly at 5:00pm

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OLD CITY BUSINESS SPACE RENTAL APPLICATION

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Company Name _____

Company Address _____

Company Phone _____ Website _____

What type of items/services will you be selling, promoting or distributing? _____

Contact Information (not published – for internal use only)

Contact Name _____ Cell Phone _____

Contact E-mail _____

Initial 10' x 10' rental space area @ \$150	\$150.00
Each additional* 10' x 10' rental space _____ @ \$100 per 10'x10'	_____
Early Bird Savings for Applications received by August 25, 2017	- 50.00
TOTAL AMOUNT DUE	\$_____

Note: *Additional space is subject to availability. For larger space allocation, please contact Mark at mark.beyerle@AccessDMC.com for availability and pricing.

Please Make Checks Payable to "Old City Community Fund"
 Return Application and payment (checks only) by the noted deadline to:
 Old City District ♦ 231 Market Street ♦ Philadelphia, PA 19106

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 Old City Fest Steering Committee.

Applicant Signature _____ Date _____

OFFICE USE ONLY

Date Received _____

Accepted Yes No

Participant Category FB RT SV NP

Entered _____

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VENDOR INDEMNIFICATION

VENDOR INDEMNIFICATION AGREEMENT

Business Name: _____ (“Vendor”)

Contact Person: _____

Business Address: _____

Phone: _____ Email: _____

All Vendors participating in the Old City Fest on October 8, 2017 (the “Fest”), must sign below as a condition of participation, to indicate their agreement with the following.

In consideration for the undersigned Vendor's participation in the Fest, Vendor agrees to indemnify, defend, and hold harmless the Old City District, and its officers, directors, employees, and agents, from and against any injury, loss, damage, claim, demand, or judgment, including but not limited to reasonable attorney's fees and court costs, arising in any way from Vendor's participation in the Fest. This indemnification obligation shall survive the end of the Fest event.

This Agreement is in addition to all other requirements of the Old City District for Vendor's participation in the Fest.

Intending to be legally bound, the undersigned has signed this Agreement on the date written below.

Vendor:

Signature Date: _____, 2017

Print Name

Position with Vendor