

# ABINGTON ART CENTER

## Art & Fine Craft Fairs – Food Truck & Beverage Vendor Guidelines

### WELCOME FOOD & BEVERAGE VENDORS!

Abington Art Center (AAC) Art & Fine Craft Fairs are OPEN AND FREE to the public and take place outside on the grounds of Alverthorpe Manor, the home of AAC:

515 Meetinghouse Rd, Jenkintown, PA 19046

AAC works hard to serve our community, creating special family-friendly events that celebrate the arts.

**Licenses/Health Codes:** All food and beverage vendors must have required food or beverage licensing and current Health Department inspections for mobile units.

**Insurance:** Food and beverage vendors must carry Liability Insurance of at least \$1M and must submit a certificate of insurance naming AAC as additionally insured at least 1 week prior to the event.

**Arriving and leaving:** Food/beverage vendors may arrive any time after 9am. If one hour is not enough time to set up, please let us know so we can make alternative arrangements. Grounds open to the public from 10:00am - 4:00pm. Food trucks and beverage vendors may begin to breakdown any time after 3pm. Food/beverage vendors will be first to leave starting at 4pm.

If a vendor has an emergency and needs to leave early, an AAC staff member **must** be notified and will help the vendor to arrange an early load-out. Failure to notify an AAC staff member before leaving will impact future acceptance.

**Parking:** Parking is limited. If the mobile food/beverage vendor is accompanied by additional vehicles, they must be parked in the designated mobile food vendor area. If this area is full, all additional vehicles must use the overflow parking area located across the street at the corner of Meetinghouse Rd & Greenwood Ave. If you require accessible parking, please ask and we will direct you to accessible parking onsite.

**Rain Date:** This event is rain or shine and vendors should be prepared for inclement weather. The event will ONLY move to the designated rain date in the event of dangerous weather conditions. If weather conditions are dangerous on the rain date as well, AAC reserves the right to cancel the craft fair due to hazardous or severe weather. All weather-related changes will be called 24 hours in advance.

If the fair is cancelled due to weather, food vendors will be given a 50% refund. This is ONLY for food vendors due to the perishable nature of their products.

**Vendor Cancellations:** All cancellations must be submitted via email. A 50% refund of the vending fee will be given if the vendor cancellation is up to one month prior to the fair. No refunds will be given if the cancellation is within one month of the fair date. Any “no-shows” will not be allowed to participate in future fairs.

**Conduct:** We expect vendors interactions with the AAC staff, volunteers, their fellow vendors, and customers to be conducted in a cooperative, courteous, and professional manner. Please be respectful of your adjacent vendors. Please keep in mind that this is a family-oriented event.

**Consent to Photography and Videography:** Participants may be photographed/videotaped while present during an event at AAC. Participants consent to the reproduction and use of any such photographs and videotapes by AAC for educational, public relations and/or promotional purposes and waive any claim by the participant, or anyone claiming under or through them, for compensation of any kind in exchange for such photographs, videotapes, and use. If you prefer not to consent, please let us know.

**Marketing:** Thank you for sending us your logo (jpeg or pdf) for us to use on our marketing material. Please help us to promote YOU by liking and sharing our Craft Fair social media posts and website page: <https://abingtonartcenter.org/craft-fairs/>

**Media Acclaim:** Please send us any print articles, online article links, awards or any other public acclaim you/your business have received. We'd like to advertise your successes!

**The week prior to the Craft Fair vendors will receive an email and our website will be updated with the following information:**

- **Site map with vendor location assignments**
- **Covid-19 update (if applicable)**
- **Rain Date plans (if needed)**

## **AAC Covid-19 Waiver:**

An inherent risk of exposure to Covid-19 exists in any public place where people are present. Covid-19 is an extremely contagious disease that can lead to severe illness and death. By visiting AAC and participating in AAC Craft Fairs, all persons are voluntarily assuming all risks related to exposure to Covid-19.

AAC is taking all necessary preventative steps and precautions recommended by government health agencies. Vendors agree not to hold Abington Art Center legally responsible for contracting or suffering the consequences of any illness or communicable disease while attending or participating in the event and will not knowingly participate in the event if they, or any of their employees, are known to have Covid-19, been exposed to Covid-19 in the 14 days prior to the event or are exhibiting any symptoms consistent with Covid-19.

If the craft fair is canceled due to current government Covid-19 regulations all vendor fees will be refunded.

**All vendors and staff are required to comply with current COVID protocols at the time of the event.**