



Warren Italian-American Festival
Committee, Inc.

Dear Vendor,

Greetings from the Warren Italian-American Festival Committee, Inc. Our 41st annual festival will be held August 6, 7, 8, and 9th, 2026 on Courthouse Square in downtown Warren, Ohio. Festival hours are 4:00 p.m. to 11:00 p.m., Thursday and 11:00 a.m. to 11:00 p.m., Friday, Saturday and Sunday. You may open any time you wish each day after the festival opens. Food vendors may open on Thursday for lunch.

If you have been with us in the past, you realize that we take into consideration your initial request for the same spot and product sale as in previous years. We will try our very best to maintain your usual location, based on a first come basis of your completed contract. The Festival Committee reserves the right to limit the variety of food sold to avoid duplication of the same type of food. It is imperative that you also abide by the following guidelines:

1. Set up time of booth/trailer/tent will be at 6:00 P.M. Wednesday, August 5th. Tear down must be completed by 1:00 A.M. Monday, August 10th. Please obey all parking restrictions including loading and unloading during the event.
2. Food selections must be limited to three (3) items listed on your contract.
3. Cleanup and disposal of trash will be your responsibility according to the Rules and Regulations listed on the included rules letter. **YOUR ELECTRIC WILL NOT BE UNHOOKED UNTIL ALL OF YOUR GARBAGE IS PLACED IN THE DUMPSTER AND GREASE IS PLACED IN THE GREASE BARREL.**
4. As a reminder, all booths, trailers and tents must have fire extinguishers.

To ensure your reservation for our festival, you must complete the enclosed contract and return with your payment in full along with your certificate of insurance by May 31. No exceptions NO REFUNDS FOR ANY REASON.

PLEASE READ THE ATTACHED RULES AND REGULATIONS

We thank you for your interest and cooperation and hope to hear from you soon.

Sincerely,

Mike Dando
Vendor Chairman

VENDOR RULES AND REGULATIONS

All persons or organizations wishing to sell or offer for sale any item or service, to pass out literature or samples or to solicit donations, shall first obtain space for such activity, and having paid the customary charge and been assigned space, shall confine their activities to the space assigned.

Hours of Festival: 4:00 P.M. to 11:00 P.M. (Thursday) 11:00 A.M. to 11:00 P.M. (Friday, Saturday, Sunday). Vendors may begin their set up at **6:00 P.M., Wednesday** and be in place by **4:00 P.M. on opening day (Thursday)** and remain in place until **11:15 P.M. of closing day (Sunday) Leaving earlier than the designated time will result in A FINE**

Parking and Traffic: No automobile or truck traffic allowed on midway after 10:00 A.M. Parking allowed in designated areas only.

Electrical Hookup: Each connection shall be made by a standard three prong grounded plug for 110 volts, and approved connectors for 220 volts. All neutral ground wires must be labeled. Only the festival electricians may make such a connection.

Grounding: Each vendor shall protect visitors by grounding the trailer or appliance by means of copper rod, at least 5' long driven into the ground and connected to the unit by a No.6 wire. **You must provide your own ground rod.** Approved alternate grounding methods may be used.

Vendors are to provide wiring for their exhibits to these points. They are to provide protective devices to the proper size for their own exhibit wiring and electrical equipment. The Festival Committee will assume no responsibility for damage to electrical or other equipment, or for loss because of power outages or equipment failure.

Safety: Vendor booths must be constructed and operated to assure the safety of everyone. Any machines that are in operation must be adequately guarded and an attendant provided. **All trailers and stands must be equipped with fire extinguishers.**

Trash cleaning: Each vendor is responsible for cleaning his own display space. Refuse is to be placed in dumpsters only. **FAILURE TO DO SO WILL RESULT IN A FINE. YOUR ELECTRIC WILL NOT BE UNHOOKED UNTIL ALL OF YOUR GARBAGE IS PLACED IN DUMPSTERS AND GREASE PLACED IN GREASE BARRELS.**

Subletting: No space may be sublet by a vendor.

Sound Systems: No public address system or music of any type may be used by exhibitors without the express permission of the Festival Committee. Vendor shall notify the Festival Board of any such system and the extent of its use, upon filing this application. Vendor agrees to comply completely with the Festival Board's decision of such use, which will be made on a case by case basis. Permission may be revoked at any time by the Festival Board if it is decided that the system is disruptive in any manner.

Removal of exhibits: All exhibits and display material must be removed from the grounds by the close of the festival. Vendors are responsible for cleaning their exhibit area, placing all waste material in dumpsters, and filling all holes made in the ground. Vendors who fail to clean their exhibit area or fill holes may be subject to additional charges.

Violations: Violations of these rules or conduct contrary to the best interests of the WIAFC or the City of Warren will not be permitted. Violators will be asked to remove their exhibits and to leave the property and no fees will be refunded. There will be absolutely no dumping of grease permitted in sewage system. All grease must be taken with you. Any infraction of this rule may result in suspension of the operation without refund in addition to **\$150.00 FINE.**

Protection: Reasonable care will be taken to protect all exhibits on display from any injury and damage, but the Festival Committee is not to be held responsible for accidents, loss or damage by water, fire, theft, wind, vandalism, malicious mischief, or otherwise, whatever may be the cause or extent of the damage or loss.

Alcohol: Persons using alcohol or other controlled drugs or substances will be expelled from the grounds.

The Festival Board reserves the right to refuse space or to terminate leased space of any exhibitor or vendor that displays obscene or dangerous materials. Exhibitor will be open for inspection by the Festival Board at any time during the entire festival event.



Warren Italian-American Festival

Committee, Inc.

Vendor Agreement for the Warren Italian-American Heritage Festival

Name of Business _____

Contact Person _____

Street _____ City/State/Zip _____

Phone including area code () _____ Name of Insurance Co. _____

Application for (Check one):

FOOD: 1 Space 12 ft.(\$775) 2 spaces 24ft. (1350) 3 spaces 36 ft. (\$1650) Single item food: 1 space 12 ft (\$575)

Direct sales: 1 space ft. (\$450) Direct sales 2 spaces ft.(\$650) Arts and Crafts 1 space ft. (\$175)

Info/Pamphlets: 1 space ft. (\$200)

Payment in full by May 31st to guarantee space:

Items to be sold: 1) _____ 2) _____ 3) _____

(Maximum 3)

Please be specific about the types of food to be sold. A maximum of 3 food items and one drink item is requested. The festival committee reserves the right to limit variety if there are too many of the same food items.

Application for (Check one): Tent: Concession trailer: Stand:

The festival can provide tents, tables, and chairs. Rental fees below:

Tents (\$250 each) _____ Tables (\$8 each) _____ Chairs (\$2 each) _____

Please indicate if needed and how many and include your total cost.

Electrical voltage required: 110 220 Amperage

(125-foot lead cable on concession unit required; you must provide your own ground rod)

The vendor agrees to abide by the enclosed Rules and Regulations set forth by the Festival Committee. Please keep the copy of the Rules and Regulations in your trailer or tent.

- You must enclose:
- 1) SIGNED AGREEMENT CONTRACT
 - 2) SIGNED COPY OF FOOD SERVICE/HEALTH EXHIBIT D
 - 3) CERTIFICATE OF INSURANCE
 - 4) MAKE CHECK PAYABLE TO WARREN ITALIAN AMERICAN FESTIVAL COMMITTEE

NO DEPOSITS OR PARTIAL PAYMENTS -----NO REFUNDS FOR ANY REASON

MAIL DIRECTLY TO: Mike Dando
5320 Ravenna Rd.
Newton Falls, OH 44444 Phone: 330-872-0212

PER THE CITY OF WARREN, OHIO: VEHICLES PARKED ON THE LAWN, OTHER THAN CONCESSION TRAILERS, WILL PAY \$100 FINE PER VEHICLE PER DAY

Signature of Vendor
