

Policies and Procedures 2019

Alive After 5 Mission – The mission is to provide the City of Elmira with an appealing downtown event that offers a diverse array of locally produced foods, beverage and music.

Alive After 5 (hereinafter “the Event”) is a summer concert series operated by Elmira Downtown Development, Inc. since 2016. The Event is managed by EDD staff and an Alive After 5 committee, which is the final authority in vendor determination, quality control, rules enforcement and all other operations of the Event.

Eligibility -

- **Vendor applications are open to craft vendors and the artists.**
- **Arts and crafts must be created by the vendor and not be made from kits.**
- **Your application will be reviewed and the final selection will be determined by the AAS Committee.**
- **Alive After 5 committee intends to meet the needs of participating vendors without overloading the event or customers with particular products.**
- **Alive After 5 believes in equal opportunities for all vendors and we will actively seek fair evaluation of all applications.**
- **We do not allow personal beliefs to conflict with application consideration.**
- **In selecting participants, criteria may include, the promptness of application arrival, and event area accommodations.**
- **Alive After 5 reserves the right to deny acceptance to any applicant.**

Alive After 5 Dates – Alive After 5 will run Fridays from 5pm-9pm.

Location – 5/3 Teall’s Tavern; 5/17 Patrick’s; 5/31 Branch Office; 6/14 Roundin Third; 6/28 Turtle Leaf; 7/19 Brady’s Pub; 8/9 Wisner Park; 8/23 Bernie Murray’s; 9/6 Riverfront Park; 9/20 Elks Club

Event Manager – The event manager or representative will be present at the event during operation. If questions or problems arise on the day of the event, they will be resolved by the manager or at the manager’s discretion be referred to the Board.

Application Requirements, Agreement, Permits, and Fees

Liability Insurance – Vendor will provide the Alive After 5 Committee and the City of Elmira with a general liability insurance certificate evidencing coverage of \$1,000,000 per occurrence and \$2,000,000 aggregate. All insurance certificates will include the wording: *The City of Elmira, its officers and employees are named as additional insureds on a primary basis.*

OFFICIAL LANGUAGE:

The City of Elmira, its officers and employees and Elmira Downtown Development Additional Insureds with respect to the insured’s General Liability coverage with regards to the insured’s participation in Alive After 5.

Questions regarding this wording should be directed to the
City of Elmira Law Department at (607) 737-5674.

Who may sell at the Event?

1. Craft vendors may sell products that they have hand produced themselves. Acceptance of each craft vendor and their products is left to the discretion of the Alive After 5 Committee based upon the quality of the products and the number of similar products already at the event.

General

- * All spaces must be clean and any refuse removed at the end of the event.
- * Vendors are expected to be present at all events that they have registered for. **Absences hurt the integrity of the event.** Even if your potential product is not available for purchase that day, we strongly encourage you to attend. Please consider providing information on the products that you will have available during the season

Compliance

The Event Manager will enforce all policies and procedures at the event. The AA5 committee will review violations of these Policies and Procedures. Any vendor found not in compliance will be given a written notice and may be subject to exclusion from further participation at Alive After 5.

FEES - Fees collected are for promotion and operation of the Market**Vendor Rental Sites / Fees**

- **Standard Site** Vendors assigned standard sites are entitled to a 15' x 15' area at each event. All product delivery and set up must be accomplished before 4:30pm.
 - *Site rental fee: \$30/event.*
- **Double Site** Vendors assigned double sites are entitled to a 15' x 30' area at the event. All product delivery and set up must be accomplished before 4:30pm.
 - *Site rental fee: \$60/event*

Registration Fee and Application

All vendors **must submit a completed application annually** and pay a \$35 registration fee, which covers application costs. ***This must be received by April 15th*** in order to be reviewed by the Alive After 5 Committee. By signing the vendor application, the vendor acknowledges that they have read and will comply with the Policies and Procedures, as well as the Rules and Regulations for Alive After 5, 2019.

Vendor Fee Payment

Payment for all events that vendor chooses must be paid in full by May 1st.

Vendors will not be allowed to unload and set up if payment has not been received. Payments must be made by either check or money order. ***Cash will not be accepted nor payments the day of events.***

The Event is held rain or shine: except in extreme weather cases where the Event is cancelled which is determined as early as possible but in some cases may be the morning of the event. There are no refunds for vendor absences or cancellations. Please supply cell phone numbers so we can contact all vendors at the same time.

Grievance Procedure

Should there be any disagreements between vendors and the manager arising from the conduct of either party that cannot be mutually resolved, both parties will be asked to state their concerns in writing and deliver them to the Alive After 5 committee. Both parties may be asked to appear at the next meeting of the governing body to discuss the concerns. The governing body will consist of EDD Board of Directors. Both parties agree to abide by the decision of the governing body as the final decision and ultimate resolution of the issue.

Please sign and return this portion of the 2019 Alive After 5 Policies & Procedures with your vendor application, to ensure that you have read and understand them fully.

Signature

Date