



latrobelaurelvalley.org

724.537.2671

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Latrobe, PA 15650

Greetings!

As we enter our third year producing Latrobe's signature Steelers Fest at Latrobe and Great American Banana Split Celebration events, there are exciting new additions for 2017!

Steelers Fest at Latrobe
Friday, August 4, 2017
12 – 6pm at Latrobe Memorial Stadium

Last year at Memorial Stadium, over 5,000 people attended Steelers Fest at Latrobe, which the Chamber produces alongside the Pittsburgh Steelers Organization. The event is free and open to the public and Latrobe community, allowing businesses and vendors to showcase, sell, and promote their products and services. We also promote the event during Steelers Training Camp and at tourist destinations throughout the county. This year will feature the Steelers Experience, autograph signings, outdoor adventure activities, music, and family fun! Steeler fans grab a bite to eat and take advantage of these unique experiences before the event wraps up with the live night practice and a fireworks display.

Great American Banana Split Celebration
Friday, August 25 – Sunday, August 27, 2017
Downtown Latrobe

Entering our third year as the producers of the Great American Banana Split Celebration, the Chamber is excited to announce tremendous growth, bringing over 25,000 individuals to last year's event.

As we continue growing this exciting event, our marketing committee has begun to plan our promotional efforts that will draw a regional crowd to Latrobe, which we hope will exceed last year's attendance.

As in past years, we are encouraging extra emphasis on our Banana Split Theme! If possible, bring out your best banana themed items, foods, and ideas.

New this year we have upgraded and enhanced our website to include each of our vendors to be listed prior to and during the event. We will also be providing attendees a complete vendor list on the map and schedule! ***Please be sure to submit your application before the deadline to be included in these new features.***

Attached you'll find the guidelines and application for both of these events. We hope that you'll join us as we celebrate all that our communities have to offer! If you have any questions, please do not hesitate to reach out directly by phone (724-537-2671 ext 103) or email (info@bananasplitfest.com). See you in August!

Cheers,

Allen J. Martello
Interim President

Jeffery Minkovich
Vice Chair, Vendors

Exhibitor Guidelines

These are the basic guidelines for each event. A full list can be found by visiting bananasplitfest.com

1. Each exhibitor at the GABSC or Steelers Fest at Latrobe must be approved by the event committee. The decisions of this committee will be deemed the final decision. **For Steelers Fest at Latrobe, additional approval is required from the Pittsburgh Steelers organization.**
2. The size of your booth will be strictly enforced. We want to ensure that everyone gets their committed amount of space. Spaces will be pre-numbered and the Greater Latrobe - Laurel Valley Chamber of Commerce and the City of Latrobe are not responsible for any loss or damage to booths, equipment, or merchandise.
3. Parking will be made available for all OFFICIAL exhibitors of the event and will be within a **reasonable distance from booth areas**. You will be permitted to load and unload before event opening and after closing each day. You will receive an EXHIBITOR pass that must be displayed on your vehicle at all times.
4. We ask that exhibitors prepare appropriately for the weather conditions during the event, so that you may stay open. The event committee will make any final decisions regarding bad weather.
5. **For Steelers Fest at Latrobe:** Exhibitors will be setup outside Memorial Stadium. It is expected that you have your booth setup, open, and operating by **12pm (noon) on August 4th**. All sales must be completed by 6pm. You will be assigned a setup time to arrive Friday morning. All booths must be torn down and cleaned up by **9pm on August 4th**.
6. Due to sponsorship agreements, vendors are not permitted to sell drinks at **Steelers Fest at Latrobe**. All drink items must be sold by the event committee.
7. **For the Great American Banana Split Celebration:** Exhibitors will be setup in Downtown Latrobe on Main Street and Ligonier Street. It is expected that you have your booth setup, open, and operating during the following hours: 12pm-8pm Friday (August 25), 10am-8pm Saturday (August 26), and 10am-5pm Sunday (August 27). You will be assigned a set up time. All booths must be torn down and cleaned up by **11pm on August 27**. Vendors are responsible to collect their own trash and place behind vendor space to be collected nightly by the event committee.
8. Vendors and exhibitors are responsible for the tear-down and removal of all personal materials. Event staff, sponsors, committee members, and producers will not be responsible for any materials left behind. The event staff reserves the right to deem any materials left after the event concludes as trash, and may dispose of them appropriately.
9. Electricity is available for an additional cost, on a limited, first-come first-serve basis. Electricity requirements must be submitted to the event committee prior to the event.
10. Each exhibitor that will be selling goods is responsible for their own sales tax license and collection.
11. For **Steelers Fest at Latrobe** participants – only **OFFICIAL, LICENSED** NFL or Steelers merchandise may be sold. Proof of licensing must be submitted with this application. Additionally, this merchandise will be reviewed by the Steelers organization and must be approved.
12. Each vendor will have to provide a Certificate of Liability Insurance. The GLLV Chamber WILL NEED TO BE listed as an “Additional Insured” on your Certificate of Liability Insurance document.
13. Refunds will only be provided if notice was given in a sufficient time. Vendors may be refunded half of their participation fee within 45 days of the event. Within 30 days prior to the event, **NO REFUNDS WILL BE GIVEN.**
14. The GABSC and Steelers Fest at Latrobe Committees reserve the right to remove any exhibitor for violation of these policies and guidelines.

**EXHIBITOR & VENDOR APPLICATION
STEELERS FEST (AUGUST 4, 2017)
GREAT AMERICAN BANANA SPLIT CELEBRATION (AUGUST 25-27, 2017)**

NAME _____

BUSINESS NAME _____

MAILING ADDRESS _____

TELEPHONE (PRIMARY) _____

EMAIL ADDRESS _____

WEBSITE _____

DESCRIPTION OF GOODS/SERVICES _____

AMOUNT OF TIME NEEDED FOR SET UP _____

BANANA SPLIT VENDORS (due August 10th)

_____ 10X10 SPACE..... \$150
_____ 10X20 SPACE..... \$200
_____ ELECTRICITY (limited availability)..... \$75

BANANA SPLIT HOT FOOD VENDORS (due August 10th)

_____ 10X10 SPACE..... \$200
_____ 10X20 SPACE..... \$250
_____ ELECTRICITY (limited availability)..... \$100

STEELERS FEST (due July 14th)

*Register for BOTH events and receive a **\$25 discount!***

_____ 10X10 SPACE..... \$100
_____ 10X20 SPACE..... \$150
_____ ELECTRICITY (limited availability)...\$50

DESCRIBE ELECTRICITY NEEDS (Type of hookup, voltage)

TOTAL AMOUNT DUE \$ _____

*******PAYMENT SHOULD BE SUBMITTED WITH THIS APPLICATION
PLEASE MAKE ALL CHECKS PAYABLE TO: GLLV CHAMBER *******

Please include a Certificate of Liability Insurance. The GLLV Chamber WILL NEED TO BE listed as an "Additional Insured" on your Certificate of Liability Insurance document.

PLEASE RETURN TO GLLV CHAMBER AT: **PO Box 463 Latrobe PA 15650**

Email: info@bananasplitfest.com

Fax: 724.537.2671

By submitting this application, I acknowledge having read the guidelines above, and accept them as regulations of The Great American Banana Split Celebration and/or Steelers Fest at Latrobe. I understand that submission of this application does not guarantee my admittance into these events, and that I must be approved by the respective event committee. I recognize and fully acknowledge that the Greater Latrobe – Laurel Valley Regional Chamber of Commerce, the City of Latrobe, nor any of the event’s sponsors are responsible for any loss or damage to my exhibit, merchandise, or myself.

Signed _____ Date _____