

2007 EXHIBITOR KIT

ROOSEVELT ROW HARVEST FESTIVAL

**SATURDAY, OCTOBER 20, 2007,
10AM - 5PM**

**EAST ROOSEVELT BETWEEN
FOURTH STREET AND SIXTH STREET**

**A FREE URBAN FESTIVAL
IN DOWNTOWN PHOENIX**

WWW.ROOSEVELTROW.ORG

2ND ANNUAL



WWW.ROOSEVELTROW.ORG

**ROOSEVELT ROW COMMUNITY DEVELOPMENT CORPORATION
922 NORTH FIFTH STREET
PHOENIX, AZ 85004
(602) 614-8727
ROOSEVELT-ROW@COX.NET**

IMPORTANT INFORMATION

Display/Vendor Set-Up

For each participating vendor, Roosevelt Row provides:

-Designated 10 foot by 10 foot space. Please check in at the event headquarters at 922 North Fifth Street (SW corner of Fifth Street and Roosevelt to determine your booth location.

-Each space will provided with a six foot folding banquet table and two folding chairs. It is recommended that you bring a cover for your table and appropriate signage for your booth.

-On-site program directory with each participants contact information.

-Tent covers are available for an additional fee and with advance reservation. Vendors may bring their own tents. Tents must be no larger than 10' x 10' and open on four sides.

Set up and Break Down Times

The street closure for Harvest Festival takes place between 7AM and 7PM. Vendors may begin on-site set-up at 7AM. The event opens to the public at 10AM.

The event closes to the public at 5PM. Vendors must be out of the street right-of-way by 6PM.

Please note that no vehicles will be allowed on Roosevelt Street between 7AM and 7PM. Please plan to bring a dolly or handcart to transport items for your booth set-up area. Plan to arrive early to secure on-street parking near the event to assist with load-in and load-out.

Tammie Coe Bakery will be open and serving coffee beginning at 6AM on the day of the event.

Cleaning

Vendors are responsible for the prompt removal of all items brought to the event. No storage for items left behind is available.

Sales Tax License

All vendors making on-site sales at the event must have a City of Phoenix Special Events Temporary Transaction Privilege (Sales) Tax License. The fee for this license is \$25.00. The application may be completed at the City of Phoenix Finance Department, 251 West Washington, 3rd Floor. You must obtain this license prior to the day of the event. Contact the Finance Department at (602) 262-6785 with any questions.

Food vendors must meet all special event requirements of the Maricopa County Health Department. Please contact Maricopa County at (602) 506-6978 with any questions.

Food vendors using vegetable oil must have a Class K fire extinguisher or they will not be allowed to operate by the City of Phoenix Fire Department.

Insurance

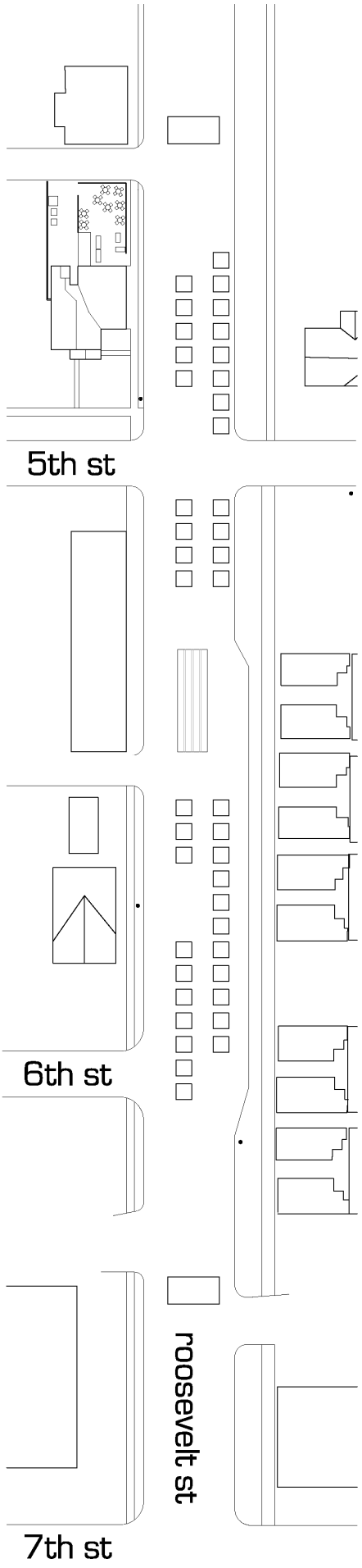
Roosevelt Row Community Development Corporation provides liability insurance for the event. Roosevelt Row Community Development Corporation and its agents, representatives and subcontractors assume no liability under any circumstances for any lost, stolen or damaged merchandise or materials. It is recommended that vendors and participants carry their own insurance to protect their property. A policy of insurance shall provide coverage of at least \$1,000,000 for each separate occurrence.

Security

Roosevelt Row Community Development Corporation provides event security and volunteers. The City of Phoenix Police Department manages the street closure. Please do not leave any valuable unattended.

Additional Information

For questions or additional information, please contact Jennifer Delgado at (602) 821-7461.



harvest festival map

