



**JOHN S. BURKE CATHOLIC HIGH SCHOOL
CHOCOLATE FESTIVAL
MARCH 27, 2010
RULES AND REGULATIONS**

GENERAL INFORMATION

Date of the Event: March 27, 2010 (There will be no rain date)

Location of Event: John S. Burke Catholic High School Gymnasium/80 Fletcher Street/Goshen, NY 10924

Time of Event: Set Up: Saturday: 8:00 a.m.
Saturday: 11:00 a.m. - 5:00 p.m.

RULES

A. General

- 1. Product/Utensils.** All participants are responsible for providing plates, napkins, and any eating and serving utensils for their products.
- 2. Raffle.** Participants are requested to donate something to be raffled off by Burke Catholic.
- 3. Heating/Cooling.** Participants are responsible for providing their own heating and cooling devices for their products. There is a very limited availability of cooling and heating equipment at John S. Burke Catholic High School and can be used by participants if needed.

B. Financial

- 1. Entry Fee/Licenses/Permits/Taxes.** The cost for each vendor participant will be \$100 per space. These monies must be paid in advance and are **non-refundable after March 1, 2010**. Checks should be made payable to the Burke Eagles Educational Foundation. All notifications of cancellation must be made in writing, and postmarked not later than March 1, 2010, to the address listed in this document.

A completed application and payment must be received by **March 1, 2010**, at:
John S. Burke Catholic High School
Louise Valenti
Director of Development & Alumni Relations
80 Fletcher Street * Goshen, NY 10924

All vendor participants will be responsible for obtaining any required licenses and permits and insurance coverage as required. Local officials during the event may require evidence of this documentation. Vendor participants are also responsible for payment of any applicable sales tax associated with the sale of their products.

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C. Space. Each space shall be approximately 8' x 10' and all tablecloths and signage are to be provided by the vendor. John S. Burke Catholic High School will provide chairs.

Assignments/Allocations Of Space Shall Be As Follows:

1. Receipt of Completed Application and Payment
2. Requirements for Electricity
3. Multiple Space Purchase

D. Schedule. All vendor participants must arrive at least one and a half hours (9:30 a.m.) prior to the start of the event. Representatives of John S. Burke Catholic High School will be at the facility at least two (2) hours prior to the event.

E. Clean Up. Each vendor participant must clean-up and straighten-up their space at the end of the day.

John S. Burke Catholic High School will not be responsible for any items left at the facility.

At the end of the event, each vendor participant must clean up and remove all products, product containers, serving items, and trash within **one (1) hour** of closing (6:00 p.m.)