



SOLICITATION EXHIBITOR
22nd Annual Clarissa Street Reunion Highlights

Date of Festival	Saturday, August 19, 2017
Festival Time:	10:00 am – 9:30 pm
Setup time:	6:00 am - 9:15 am (Set-up time is strictly enforced)
Breakdown time:	9:30 pm

Authorized for sale: ***Authorized to distribute fliers, brochures, promotional items and free samples; nothing authorized for sale.***

Standard Fee & Payment Schedule

- **Standard Fee:** **\$90 for 10'(from curb) X 15'(along curb) location**
- **Early Bird Fee:** **\$81 (10% discount) due by May 8, 2017;**
- **Standard Fee Due Date:** **July 1, 2017;**
- **Registration form must be received by July 1, 2017;**
- **Late Fee:** **\$50 assessed after July 1, 2017 - Total Fee Due: \$140**

No fees accepted after August 1, 2017.

Clarissa Street Reunion Committee will provide - One curbside “unit of space” = 10'(from curb) X 15'(along curb)

Exhibitors must bring:

- **All needed exhibit equipment;**
- **All required tables and chairs**
- **Insurance coverage is the responsibility of the exhibitor; CSRC does not assume responsibility for damages of exhibitor equipment or supplies.**
- **400+ feet of extension cord (220 wiring). If electricity is needed note this requirement on the Vendor Registration form.**

For Information:

- **Call:** **(585) 234-4177 to leave a voice message;**
- **Email:** **csrvendor@gmail.com;**
- **Website:** **clarissastreetreunionfestival.weebly.org.**

Key Dates:

- **You will receive a confirmation notice by August 4, 2017. The confirmation will include your assigned location number and payment receipt.**
- **If you register after July 1, 2017 you will receive your location confirmation on August 19, 2017 at the CSRC Information Station.**

Payment Methods:

- **Make checks and money orders payable to “CSRC”;**
- **After July 1, 2017: Money orders (payable to CSRC); Credit/Debit (at website); Cash payments.**

**2017 CLARISSA STREET REUNION
Exhibitor & Vendor Guidelines**

The support of every Exhibitor and Vendor will enable a smooth opening and closing of the Reunion.

- **Be sure to submit all requested documentation with your registration.**
- **Exhibitors and Vendors must be set up by 9:15 a.m. on Saturday, August 19, 2017.**
 - **Set-up is from 6:00 am until 9:15 am.**
- **Clarissa Street will be closed at 9:30 am.**
- **All vehicles MUST BE OFF Clarissa Street from 9:00 am until 9:30 pm. Cars not adhering to this guideline will be towed by the Rochester Police Department.**
- **Only registered Vendors will be allowed to set up on the day of the Reunion. Late registrants can pick up confirmations and locations at the CSRC Information Station.**
 - **Any exhibitor or vendor not registered with the Clarissa Street Reunion Vendor Committee will be required to breakdown their exhibit and remove all equipment from the Reunion site.**
- **Vendors are not allowed to play music that can be heard outside their “unit of space” (no large speakers).**
- **You are required to restore you location to the condition it was prior to set-up. Trash bins will be located along Clarissa Street into which you can discard your trash throughout the day.**