



Monroeville Jazz Festival 2026 Vendor Form

Event Date: Sat, September 5, 2026
Event Location: Tall Trees Amphitheater
Monroeville Community Park West
2399 Tilbrook Rd. Monroeville PA 15146

Vendor Information:

Business Name:

Contact Person:

Phone Number:

Email:

Business Address:

Vendor Type Please check one:

☐ Exhibitor / Vendor

☐ Food truck

☐ Non-Profit 501(c)(3)

☐ Other Please specify

Vendor Space Requirements

Size of space required

☐ 10' x 20'

☐ Food Truck Dimension (Please specify)

☐ Other (Please specify)

Vendors/Exhibitors need to provide their own tables, chairs, and signage for the assigned space. Set up and teardown is the exhibitor's responsibility.

Please note that the Food Truck and Vendor areas DO NOT have power.

Payment Information

Space is limited. First come/first serve. Your space is not secured until we receive your payment.

☐ Exhibitor/Vendor Fee: \$200

☐ Food Truck Fee: \$250

☐ Non-Profit 501(c)(3) Fee: \$100

Pay By Check:

Payable to:

The Monroeville Foundation

2700 Monroeville Blvd.

Monroeville, PA 15146

Pay Online:

<https://tinyurl.com/MonroevilleCD2026>

If paying by Check, please include this form.

If paying Online, please email this form to info@monroevillefoundation.org

Contact Information for Event Organizers (if different from above)

Contact Name:

Contact Phone:

Contact Email:

Thank you for being a part of our community event!

VENDOR CONTRACT

I. Setup & Teardown

Setup must occur before the opening time of the event as provided by Monroeville Foundation. Exhibitors must use only the entrances designated. A \$150 penalty fee will be charged for any setup or construction of exhibits after the starting time as provided by Monroeville Foundation. Teardown may not commence until the close of the event. Displays must be removed by end of event day. A \$150 penalty fee will be charged for any exhibit removed before the final tear down time of the event. **Exhibitors may park in designated areas during load-in and out. During the event, exhibitor vehicles must be moved to the Exhibitor Parking Lot.**

II. Location & Date

Exhibitor agrees that Monroeville Foundation reserves the right and has full discretion to determine:

- A. an Exhibitor's exhibit location, the location of the event, and the dates of the event;
- B. that the assigned space location may be changed by Monroeville Foundation to prevent congestion, avoid confusion in firm names, solve competitive conditions, or to benefit the overall production of the event; and/or
- C. to refuse or eject any Exhibitor which does not, in Monroeville Foundation's judgment, conform to the general theme of the event.

III. Subletting

Exhibitor(s) shall not share or sublet any portion of their booth space with another Person/Company.

IV. Smoking Policy

The park has a strict non-smoking policy, including e-cigarettes and vaporizers.

V. Fire Hazard

All exhibit and booth materials must be flame proof, ignition free, and otherwise must comply with Federal, State, and Local Fire Laws, insurance underwriting requirements, and other applicable site regulations.

VI. Loudspeakers & Sound Displays

Loudspeakers and loud sound displays are prohibited; Exhibitors must receive advance permission from Monroeville Foundation to exhibit any sound display. Monroeville Foundation has full discretion to direct the full muting of speakers or sounds.

VII. Solicitation

Exhibitors are prohibited from soliciting business in the aisles or in other Exhibitor's booth areas. Samples, pamphlets, publications, and catalogs, etc., may be distributed only by Exhibitors from within the confines of their own booth area. Exhibitors must obtain permission from Monroeville Foundation to conduct any other promotional or fundraising activities during event hours.

VIII. Signs & Notices

All signs and notices shall be professionally lettered. Non-conforming signs or notices shall be removed immediately. Handwritten signs are prohibited.

IX. Miscellaneous

- A. Serving alcoholic beverages by Exhibitors is prohibited without written approval.
- B. Booths shall be attended by the Exhibitors during all event hours.
- C. Electrical cords may not be run along the ground in customer traffic walkways without covering or appropriate hazard warnings.

X. CDC Guidelines

All recommendations by our health officials; Federal, State, and Local Governments; in addition to the Centers for Disease Control and Prevention (CDC) will be strictly followed.

XI. Security & Limitations of Liability

- A. Monroeville Foundation will engage security personnel; however, Exhibitor(s) agree Monroeville Foundation and its employees shall not be liable for any property losses, personal injuries, or death due to any causes. These include the following:
 - 1. Resulting from the acts or omissions of security personnel or Monroeville Foundation that may occur to an Exhibitor and all Exhibitor's invitees, agents, or employees;
 - 2. any theft, fires, accidents, or any other causes of loss or damage,
 - 3. Exhibitor damages to the park or its facilities;
 - 4. for damage to Exhibitors' property.
- B. Company/Person/Exhibitor agree to waive and not pursue any claims, actions, or lawsuits against Monroeville Foundation, and/or against any or all of their Employees, Members, and/or Officers resulting from any accidental or intentional injuries, damages, or even death resulting and regardless of whether the liability was created in whole or part by any of them, me, or my Company.
- C. If Exhibitor engages or permits its employees or guests to engage in: i) the use of touching services (tattoos, massages, chiropractic, artists, etc.); ii) the use of tools, ropes, or mechanical machines; or iii) climb upon, in, or over vehicles or ladders, then in all these instances, Company/Person/Exhibitor agrees to indemnify, defend, and hold harmless Monroeville Foundation, Event Directors, Officers, Members, Employees, Agents, Successors, and Assigns for all liability caused either wholly or in part which results in personal injury, death, or property damage(s). This Article XI indemnity includes all costs and attorneys' fees incurred in enforcing the terms of this Release and Indemnification Agreement.

XIII. Breach of Contract

If an Exhibitor cancels:

- A. they shall be held liable for the full booth cost and other ordered items;
- B. they shall also forfeit all monies paid to reserve the space and be liable for the full cost of the space; and
- C. they shall be liable for all costs incurred by Monroeville Foundation for an Exhibitor's space and contract loss, including, but not limited to, tables, coverings, skirting, chairs, signage, and Exhibitors listing in advertising placed on behalf of the Exhibitor. There are no refunds.
- D. Monroeville Foundation may also use the now un-booked space as it deems necessary to eliminate blank spaces in the event without credit to the breaching Exhibitor.

XIV. Cancellation

If the event is not held and rescheduled, Monroeville Foundation will transfer all contract obligations and monies paid for exhibit space rental to the rescheduled event. If any event is not held or is rescheduled and then is never held, Monroeville Foundation will issue a credit for all monies paid for exhibit space rental for another Monroeville Foundation event. The credit amount does not have an expiration date and may be used at any time. In either foregoing situation, the Exhibitor waives any claims of damage, compensation, or refund of monies paid to Monroeville Foundation. to the extent agreed to above.

XV. Force Majeure

In the event that the park or facility in which the Event is to be held becomes unavailable for occupancy for any reasons beyond the control of the Monroeville Foundation and the Municipality of Monroeville, including but not limited to, casualty, explosion, fire, lightning, flood, weather, epidemic, earthquake or other Acts of God, acts of the public enemies, riots or civil disturbances, strike, lockout or boycott, The Monroeville Foundation and the Municipality of Monroeville will not be responsible for any loss of business, loss of profits, consequential or special damages or expenses of whatever nature that the Exhibitor may suffer.

XVI. Unethical Conduct

Unethical conduct, immoral behaviors, or any infraction of the Rules by the Exhibitor, as determined within the discretion of Monroeville Foundation, those persons shall be immediately removed and excluded from the Exhibitor or event area. If such exclusion occurs, it is agreed that:

- A. no refund shall be made to the Exhibitor; and
- B. Monroeville Foundation. shall not be liable for any damages or expenses incurred by the Exhibitor because of such exclusion.

XVII. Agreement to Terms

- A. By erection of exhibit, Exhibitor expressly agrees to all Monroeville Foundation Rules and Terms.
- B. It is agreed any dispute of this Agreement or Terms hereof shall be subject solely to the jurisdiction of the Court of Common Pleas of Westmoreland County, Pennsylvania.
- C. This Agreement shall not be modified, changed, or amended unless agreed to, in writing, by all Parties.

IN WITNESS WHEREOF, by signing below, I agree to the terms and conditions above, being legally bound thereby.

Signature

Date

Print Name