

Country Applefest, Inc.

P.O. Box 1011

Lebanon, Oh 45036

[www.countryapplefest.com](http://www.countryapplefest.com)



## **2010 CRAFT VENDOR APPLICATION :**

**BOOTH SPACE FEE:** \$70.00 (No Refunds after September 1, 2010)

**FESTIVAL DATE:** Saturday, September 25, 2010

**FESTIVAL HOURS:** 10:00am-7:00pm. Rain or shine.

**ELIGIBILITY, RESTRICTIONS & EXHIBIT SPACE:** ALL ITEMS MUST BE HANDMADE BY THE SELLER AND OF HIGH QUALITY. No flea-market, health-cosmetic, novelty or commercially manufactured items will be permitted. Only Country Applefest, Inc. will be permitted to sell Country Applefest souvenirs representing the festival. Only crafts may be displayed or sold in the craft area, this also includes the distribution of political materials. All raffles must have prior approval by the festival committee. All booths must be handicapped accessible for our handicapped visitors. The vendor is solely responsible for the product he/she is selling. If we get complaints of rudeness or cleanliness from your booth, you will not return to the festival.

**NO CONCESSION TRAILERS or GENERATORS ARE PERMITTED.**

**TENTS AND DISPLAYS:** Each exhibitor is responsible for supplying their own set-up equipment, setting it up, taking it down and cleaning up the same. You may use a canopy; however, it must be free-standing as no poles or stakes may be driven into the pavement or sidewalks for any reason. If you use a canopy, you must bring weights for corners in the event of wind gusts. Each space is about 10' x 20' or about the size of one parking space. Nothing is to be situated in front of the barricades for any reason.

**FIRE EXTINGUISHERS:** The LEBANON DIVISION OF FIRE requires all booths to have a five point ABC fire extinguisher. The Lebanon Fire Department will check booths.

**WOODEN SKIDS:** If you have wooden skids at your booth, you must take them with you at closing time. The City of Lebanon will no longer dispose of them for you

**INSURANCE:** All vendors are required to carry their own Commercial Liability Insurance for operation of their booth space. No vendor will be allowed to set up the day of the festival without previously supplying Country Applefest Inc. a current copy of their liability insurance certificate in effect for September 25, 2010.

The Commercial Liability Insurance must be in the amount covering \$1,000,000. Country Applefest must be listed as the holder with your agents signature.

**RESTRICTIONS ON VENDOR SALES TECHNIQUES:**

Per City Ordinance 709.04 applies to all vendors including store owners. This ordinance reads as follows: No peddler, or any person shall shout, make a cry-out, ring a bell or use any sound device, including any loud-speaking radio or sound amplifying system upon any of the streets, avenues, parks or other public places or upon any private premises in the city where sound of sufficient volume is emitted or produced there from to be capable of being plainly heard upon the streets, avenues, parks or other public places for the purpose of attracting attention to goods, wares, or merchandise which such person proposes to sell. Penalties and or jail time could apply.

**ELECTRICITY:** Some areas of the festival that previously were unable to have electricity are going to have electricity available for the 2010 festival. The primary electric section is on Mulberry Street, between Cherry and Mechanic Streets. Electricity is a utility that is sold by the City of Lebanon at a separate charge. An application for electric will be mailed to you with your confirmation letter and map upon acceptance. Make sure that you indicate on your application what type of electric you will need.

The board of Country Applefest Inc. reserves the right to reject any application for booth space based on a criteria established by the board and may cause items that do not meet the criteria to be removed from your booth the day of the festival.

The board of Country Applefest Inc. also reserves the right to refuse future participation in the Country Applefest festival to booth vendors and persons who do not follow safety measures. The safety measures are outlined in the Set Up/ Tear Down section of this application.

The board of Country Applefest Inc. may refuse entry or cause the withdrawl of any vendor who annoys, endangers, or interferes in anyway with the harmony of the festival.

## **SET UP AND TEAR DOWN OF BOOTHS:**

### **SET UP TIME FRAME: 7:00AM-9:30AM**

- **No one will be permitted to set-up prior to 7:00am, as the streets will not be officially closed to thru traffic.**
- You must bring your map and confirmation letter with you at set-up time to verify identification and proof of payment.
- Your name will be written on tape on the curb at your booth location. If you cannot find your booth space, go to the intersection of Broadway and Mulberry and a Country Applefest, Inc. volunteer will be happy to assist you.
- Please be courteous and do not block the roadway or the booth next to you, the area will be congested at setup and tear down time.
- Please unload your wares and move your vehicle promptly so that others may get in to do the same.
- Speed limit is 10 mph in the festival area.
- **All vehicles must be out of the area by 9:30am and will not be permitted to re-enter the area until after 7:15 pm.**

### **TEAR DOWN TIME FRAME: BEGINS AT 7:15PM**

If you tear down your display early, you will not be able to enter the area with your vehicle until after 7:15pm.

***IF YOU ARE CAUGHT DRIVING IN THE FESTIVAL AREA BETWEEN THE HOURS OF 9:30AM AND 7:15PM, YOU WILL NOT BE PERMITTED TO PARTICIPATE IN ANY FUTURE COUNTRY APPLEFEST FESTIVALS.***

**THIS IS A MANDATORY SAFETY MEASURE.**

**TO APPLY:**

Reservations are on a first come first serve basis. We can not hold a space without a reservation on file,

**Please fill out the following application completely and return it with your payment to:**

**Country Applefest Inc.  
P.O. Box 1011  
Lebanon, Ohio 45036**

**Please make your check payable to: Country Applefest, Inc.**

The following must be accompany your application:

- Photo of your craft (only if you are a new vendor to Country Applefest)
- Copy of your liability insurance policy.
- Self-addressed stamped envelope for your confirmation letter.

**FAILURE TO PROVIDE ALL LISTED CRITERIA WILL RESULT IN A PROCESSING DELAY AND POSSIBLE REJECTION OF YOUR APPLICATION.**

**RETURN CHECK FEE IS \$35.00.**

**NO REFUNDS AFTER SEPTEMBER 1, 2010.**

**PLEASE KEEP COPIES OF ALL YOUR PAPERWORK.**

**QUESTIONS:** You may direct your questions to our e-mail on our website: [www.countryapplefest.com](http://www.countryapplefest.com) If you do not have computer access, you may contact us by calling 513-932-5631, or 1-877-933-2775 (APPL).

**2010 Country Applefest Craft Application:**

Returning vendor: \_\_\_\_\_ Previous booth # \_\_\_\_\_

New Vendor: \_\_\_\_\_

Name of Vendor: \_\_\_\_\_

Phone Number \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State & Zip \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Type of craft you will be selling:

\_\_\_\_\_

Number of Spaces (limit 2 per person): \_\_\_\_\_ (\$70.00 per space)

Type of Electric needed: \_\_\_\_\_

Contact name and phone number (in the event of an emergency):

\_\_\_\_\_

Applicant, in use of the booth space, shall indemnify the Country Applefest, Inc. and the City of Lebanon against all claims for personal injury, death, or property damage occurring with use of the booth space. Applicant agrees to assume and to indemnify and to save harmless the Country Applefest, Inc. and the City of Lebanon from and against any and all loss, damage, destruction of property (including that of the Country Applefest, Inc. and the City of Lebanon and third persons) from any and all injury, death or other casualty of persons resulting directly or indirectly from use of the booth space. By signing this you also acknowledge and agree to the terms of this contract and that you will obtain & maintain any licenses, permits, and liability insurance required for operation of your booth.

Sign and date to indicate acceptance of the terms of this contract:

Name: \_\_\_\_\_ Date: \_\_\_\_\_

(This section for office use only, do not alter or detach.)

Returning Vendor: \_\_\_\_\_ New Vendor \_\_\_\_\_

Amount Paid: \_\_\_\_\_

Check Number: \_\_\_\_\_

Date Received: \_\_\_\_\_

Booth Number Assigned: \_\_\_\_\_

Street Location: \_\_\_\_\_