

Country Applefest, Inc.

P.O. Box 1011

Lebanon, Oh 45036

www.countryapplefest.com



2010 NON-ELECTRIC BOOTH FOOD & PRODUCE VENDOR APPLICATION:

BOOTH SPACE FEE: \$100.00 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 GLASS BOTTLES FOR BEVERAGES! No flea-market, health-cosmetic, novelty or commercially manufactured items will be permitted. No one but the Country Applefest, Inc. will be permitted to sell Country Applefest Souvenirs representing the festival. Nothing but crafts may be displayed or sold in the craft areas; this 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, cleanliness or someone becomes ill from food purchased from your booth, you will not return to this festival.

NO CONCESSION TRAILERS or GENERATORS WILL BE 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 some 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 in your booth, you must take them with you at closing time as the City of Lebanon Street Department will no longer dispose of them for you.

FOOD PERMIT: Upon acceptance, all food vendors must obtain a Warren County Health Department Festival Food Permit. You can obtain information by calling (513) 695-1220 or at the county website: www.co.warren.oh.us .

INSURANCE: ALL VENDORS ARE REQUIRED TO CARRY THEIR OWN LIABILITY INSURANCE FOR OPERATION OF THEIR BOOTH SPACE. NO VENDOR WILL BE PERMITTED TO SET UP THE DAY OF THE FESTIVAL WITHOUT PREVIOUSLY SUPPLYING THE COUNTRY APPLEFEST, INC. WITH A **CURRENT COPY** THE THEIR LIABILITY POLICY THAT IS **IN EFFECT SEPTEMBER 25, 2010.**

THE LIABILITY INSURANCE MUST BE **IN THE AMOUNT COVERING \$1,000,000.**
COUNTRY APPLEFEST MUST BE LISTED AS THE HOLDER WITH YOUR AGENTS SIGNATURE (OTHER INSURANCE WILL BE AVAILABLE AT A LATER DATE).

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.

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

The board of Country Applefest Inc. reserves the right to refuse future participation in the Country Applefest 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 withdrawal of any vendor who annoys, endangers or interferes in any way with the harmony of the festival

SET UP AND TEAR DOWN:

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 and this is a safety issue.**
- 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 both 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 must walk items to your vehicle. Vehicles will not be permitted to enter the festival area until after 7:15pm. This is a safety measure, as many festival patrons and small children may still be attending the festival.

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 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
P.O. BOX 1011
LEBANON OH 45036**

Please make your check payable to: Country Applefest Inc.

The following must also accompany your application:

- Photo of your craft (only if you are a new vendor to Country Applefest)
- Copy of your liability insurance policy (other insurance will be available at a later date).
- 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 FOR ANY REASON AFTER SEPTEMBER 1, 2010.

PLEASE KEEP COPIES OF ALL PAPERWORK.

QUESTIONS: You may direct your questions to our e-mail on our website: www.countryapplefest.com. If you do not have computer access, you may contact us at 1-877-933-2775 (APPL).

Please see following page for application:

2010 Non-Electric Booth Food and Produce Vendor

Application:

New vendor: Yes No (Please circle one)

Previous Booth Number (if returning) _____

Name of Vendor: _____

Phone Number _____

Street Address: _____

City, State & Zip _____

E-Mail Address: _____

Type of food or produce you will be selling:

Number of Spaces (limit 2 per person): _____ (\$100.00 per space)

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: _____