



Reynoldsburg Tomato Festival
 August 14th and August 15th, 2009
 Huber Park
 1520 Davidson Dr. Reynoldsburg

Business and Non-Food Vendor Application

Name of Organization or Business: _____

Contact Person: _____

Mailing Address: _____

Phone: _____ Cell Phone: _____

Email Address: _____

Limited electrical connections will be available, please indicate if you will require an electrical connection.

Require a 110 electrical box

Do not require electric

Please indicate any other special facility requests and the committee will attempt to accommodate your request. _____

Please list all items that will be sold, given away, or raffled. Also list any drawings that are going to be held for prizes and define the prizes in the following space.

Please indicate your business type and if you would like a space within the community tent or an outdoor merchant space.

For Profit Community Tent Space (10 ft. x 10 ft.) for \$150.00

Outdoor Merchant Space (12 ft. x 12 ft.) for \$150.00

Non-Profit Community Tent Space (10 ft. x 10 ft.) for \$50.00

Outdoor Merchant Space (12 ft. x 12 ft.) for \$50.00

Please mail this completed application along with signed rules and regulations, and payment for space, to Reynoldsburg Festivals, Inc. PO Box 197, Reynoldsburg OH 43068 prior to August 1, 2009. Checks should be made payable to Reynoldsburg Festivals, Inc. If you have any questions regarding this form or the rules and regulations please email gcstake@aol.com or call Greta Stake at 614-864-9715.

Business and Non-Food Vendor Rules and Regulations

Vendor Hours: 4:00 p.m. – 10:00 p.m. on Friday August 14th, and 10:00 am to 10:00pm on Saturday August 15th. Each 10 feet by 10 feet booth space or 12 feet by 12 feet outdoor merchant space will cost: \$150.00. All business vendors on Festival grounds must comply with the following rules and regulations.

1. Booths and spaces will be assigned on a first come first serve basis with festival sponsors receiving first selection of space. There are a limited number of spaces available so reserve yours early.
2. Full payment will be required with the submittal of the application prior to August 1, 2009.
3. Weather conditions are beyond the control of the Festival Committee and will not constitute a refund. If you should cancel your booth space you **will not** receive a refund – You may not transfer your booth to anyone.
4. All vendor booths/spaces will be 10 by 10 feet (Community Tent) or 12 by 12 feet (Outdoor Merchant) in size.
5. Vendors are required to provide their own tables, chairs, and display backdrops.
6. Electrical connections are limited and electric will be available on a first-come, first-serve basis. Only standard 110-V 15 amp outlets are available. Please indicate on the application if electrical connection if needed. Each vendor requiring electric will be required to provide their own 100 feet grounded electrical extension cord to provide access to their space. The community tent will be lighted.
7. No smoking is allowed in or near any booth space. All booths are subject to government fire regulations. Where appropriate, a fire extinguisher is required in each booth area.
8. Beverages or food cannot be sold or given away from your booth space area. Pre-packaged food may be given away with pre-approval from the festival board.
9. Each vendor certifies that it maintains adequate liability insurance (\$500,000.00) and agrees to be prepared to provide proof of same to Reynoldsburg Festivals, Inc.
10. Reynoldsburg Festivals, Inc. reserves the right to determine what items are sold, who may sell any particular item, and where the items may be sold. This regulation is not negotiable and will be strictly enforced.
11. Set up time will be on Friday August 14th, from 12:00 p.m. until 3:00 p.m. All vendors are required to be in place prior to 3:30p.m.; late arrivals may be prohibited from setting-up. **You will be receiving your booth space number, a map of your approximate location in the tent or outside merchant area, and a map of the festival grounds approximately two weeks prior to the festival via email.**
12. All items will need to be removed from the festival grounds by noon on August 16, 2009.
13. No parking spaces will be assigned or reserved for vendors, and vehicles will be prohibited on festival grounds during festival hours. If an unauthorized vehicle is found on the grounds, the owner will be directed to remove it immediately. Failure to remove a vehicle will result in the vehicle being towed at the owner's expense.
14. Vendors must remain within or next to their booth space area. No solicitations shall occur outside of the assigned booth space (i.e. raffles, drawings, etc.)
15. If you are having any giveaways or drawings, etc. you will need to list what items you are giving away or what is in the drawing on your application. If you have any printed material for this drawing, enclose a copy of the ticket and the poster with information listing items and qualifications to win with your application.
16. Raffles for money are not permitted.

17. Any harassment of the Tomato Festival patrons, or unauthorized rental or sale of merchandise will result in the immediate expulsion from the festival grounds.
18. Although security will be provided Friday and Saturday night, Reynoldsburg Festivals, Inc. is not responsible for stolen or damaged property. Reynoldsburg Festivals, Inc. is not liable for any injury to individuals participating in the Reynoldsburg Tomato Festival.
19. You are responsible for cleaning up your area of debris before you leave for the day. You must break down and stack all boxes. You will be provided a trash bag. Please tie up the bag and leave it in your area for the cleaning crew to pick up.
20. The vendor shall be responsible for compliance with all city, township, county, state and federal regulations, including sales and income taxes. Any temporary membrane structures (i.e. tents, canopies, awnings, etc.) over 200 square feet are subject to inspection by the City of Reynoldsburg Building Code Inspector, or State or Local Fire Inspectors. Vendors must comply with their decisions.
21. If you have any questions concerning your booth, contact Greta Stake (614) 864-9715 or at gcstake@aol.com at least two weeks prior to the Festival. The week of the Festival the staff are extremely busy and are at the park, and calls may not be returned.
22. Reynoldsburg Festivals, Inc. expects our vendors to comply with all of our rules and regulations we have set forth and/or decisions that are made as issues arise. Safety of everyone is our top priority. We expect our vendors to conduct themselves in a professional manner, be courteous to everyone involved, including their customers and be flexible as problems may arise. Reynoldsburg Tomato Festival Committee, and everyone involved with this organization are **volunteers**. The event coordinators know what they are doing and always try and do what is in the best interests of all involved. To question their authority is not acceptable. To be a vendor in our event is a privilege and not an earned right. The Tomato Festival Committee Members have the right at any time to ask a vendor to leave the park if they feel the vendor is conducting themselves in a manner deemed inappropriate or if the vendor continues to undermine their authority
23. I have read the rules and regulations for the Business and Non-Food Vendors and I will agree to abide by these regulations. If I fail to do so, I know that I can be asked to leave the Festival and will not be refunded my booth fee. If weather conditions become severe, I accept full responsibility for myself, my employees and/or workers. I, the undersigned, intending to be legally bound, hereby, for myself, my heirs, executors and administrators, waive and release any and all rights and claims for losses and damages I may have against Reynoldsburg Festivals, Inc. or the City of Reynoldsburg, and all other parties and their representatives, successors, sponsors, and assignees for any and all injuries and all claims of damages demands and actions whatsoever which may arise as a result of participation in this festival. I hereby grant full permission to any and all forgoing to use photographs, videotapes or motion pictures of this festival for any purpose related to the festival, future festivals, beneficiary or sponsor.

X _____
 Organization/Business Name

X _____
 Printed Name of Authorized Signatory

X _____
 Title

X _____
 Signature Date

X _____
 RFI Director Signature Date

**REYNOLDSBURG FESTIVALS, INC.
EVENT CONSENT AGREEMENT**

I hereby certify that I am over eighteen (18) years of age and of sound mind and body, and hereby agree that I am, and that my organization members and volunteers are, voluntary participants in the Reynoldsburg Festivals, Inc. programs, events and activities.

It is further agreed that I/we hereby release Reynoldsburg Festivals, Inc. and the City of Reynoldsburg, its employees, public officials, volunteers, sponsoring agencies, sponsors, advertisers and, if applicable, owners and lessors of premises used to conduct the event from any and all liability for injury, disability, or death to any person or property incident to my own or my child's involvement or participation in these programs.

It is further agreed that I/we assume all risks, both known and unknown, and assume full responsibility for my own or my child's participation.

It is further agreed that I/we will comply with the program's stated and customary terms and conditions for participation. If I observe any concerns about my own participation or my child's participation and/or the event itself, I will remove myself from participation and notify the nearest official.

It is further agreed I/we will indemnify and hold harmless Reynoldsburg Festivals, Inc. and the City of Reynoldsburg, its employees, public officials, volunteers, sponsoring agencies, sponsors, advertisers and, if applicable, owners and lessors of premises used to conduct the event from any liabilities incident to my own or my child's involvement or participation in the Reynoldsburg Festivals, Inc. Program(s), related events and activities.

In executing this agreement, I hereby certify that I have acted voluntarily based on my own knowledge and judgment and have not been influenced by statements of representations not included in this agreement. I further certify that I am an authorized signatory representing the applying vending organization and that, by signing, I bind all organization members and organization volunteers to the same.

X _____ X _____
Printed Name of Authorized Signatory Title

X _____
Signature Date