

Beavercreek Popcorn Festival

Saturday and September 9 and 10, 2017 (weekend after Labor Day)

Vendor Application and Contract for Booth Space

This application must be completed in full and returned to: Beavercreek Popcorn Festival, c/o City of Beavercreek Parks Department, 789 Orchard Lane, Beavercreek OH 45434. Payment in full must accompany this application.

DEADLINES March 31 for Returning Vendors who wish to have the same booth/area space will receive priority.
 June 30 FEES ARE DUE OR FESTIVAL RESERVES THE RIGHT TO SELL BOOTH SPACE.
 August 15 INSURANCE IS DUE OR FESTIVAL RESERVES THE RIGHT TO SELL BOOTH SPACE.

Name of Booth (for publicity) _____
 Contact Name _____ Email _____
 Cell Phone _____ Day Phone _____ Evening Phone _____
 Mailing Address _____
 City _____ State _____ Zip _____

TYPE OF BOOTH Food [see below*] Community Arts/Crafts/Handmade Retail/Factory Made Political
 List items sold or activities in your booth.

*Food Vendor—Please list the popcorn item served at your booth: _____
 RETURNING or NEW Booth [circle] If Returning, booth # last year _____ # of years at festival _____
 Same spot? YES or NO [circle] If NO, I would like to move to: _____
 Shelter [size approximately 10x15 ft—If different size, could lead to additional booth fees]
 Tent/Canopy Trailer Bus None Other, list dimensions _____

Propane? YES or NO [circle] Electricity YES or NO [circle] There are NO generators allowed. IF YES, COMPLETE BELOW

ELECTRICAL ITEMS List all electrical equipment/appliance you plan to plug in. [fryer, warmer, freezer, etc.]	VOLTS	WATTS	AMPS

THE FESTIVAL RESERVES THE RIGHT TO NOT SUPPLY ELECTRICITY FOR ANY ITEMS NOT LISTED, SHUT DOWN ANY BOOTH THAT CAUSES ANY ELECTRICAL OUTAGES BY BLOWING CIRCUITS OR CAUSING OTHER ELECTRICAL PROBLEMS.

FEES	NUMBER	AMOUNT	TOTAL
All Booths not on Dayton Xenia (except for any booth using electricity by Wendys and Rodenbeck)		\$150	
Dayton Xenia Booths or any booth using electricity (booths by Wendys and Rodenbeck)		\$200	
Electric Booths			
BASIC MINIMUM ELECTRICITY 1-110 volt, 20 amp circuit		\$80	
Additional 110 volt, 20 amp circuit, each circuit		\$50	
ADDITIONAL ELECTRICITY 220/230 volt, 30 amp circuit, each circuit		\$90	
Additional electrical needs contact for QUOTE			
TOTAL			

QUESTIONS? Contact by email at vendors@beavercreekpopcornfestival.org or phone at 602-CORN [2676]

OFFICE USE ONLY:

B#		CK		\$		INS		RECD		OTHER	
----	--	----	--	----	--	-----	--	------	--	-------	--

Beavercreek Popcorn Festival Terms and Conditions

APPLICATION	Completed application, Pictures (if a new booth), Payment of fees (cash, check, money order), Insurance* (see below). Applications will be evaluated. If not accepted, you will receive a refund (or your check returned to you.) If deadlines are not met, spaces can be sold to other vendors.
AWARDS	Service awards for 5 year increments Criteria: Decoration, Clear Readable Signs, Neatness and Cleanliness, Display and Layout, Popcorn products (food booths)
BOOTHS	Booth set up times for the festival will be sent in August. During the festival hours, all booths need to be manned. Food booths need to provide a popcorn item (exception: beverage only booths) Theme for booths should be family oriented No vendor can be guaranteed exclusivity on space or product. Booths and trailer may NOT protrude into pedestrian area. DISPLAY BOOTH NUMBER ON FRONT AND BACK OF BOOTH—CLEARLY VISIBLE
DATE AND TIME	Saturday, September 9, 2017 from 10 AM to 8 PM Sunday, September 10, 2017 from 11 AM to 6 PM
DRIVING	Allowable driving times are Saturday until 9 AM and after festival guests have departed. Sunday until 10 AM and after festival guests have departed. THIS IS A CITY ORDINANCE—NO DRIVING DURING THE FESTIVAL.
ELECTRICAL	All electrical equipment must be compatible with Ground Fault Interrupt (GFI) Extension cords: 12 gauge, 100 feet and taped down. Special receptacles provided by vendor
EMERGENCY	<i>FOLLOW THE DIRECTIONS OF THE EMERGENCY PERSONNEL: Beavercreek Police, Beavercreek Fire, Beavercreek COPP, Beavercreek City and Beavercreek Popcorn Festival Committee.</i>
FACILITIES	Vendor is renting booth space. All other facilities provided by vendor. Lights are not necessary as festival closes before dark. Vendors provide their own booth structure, tents, trailers and licenses or permits that apply
FEES	Returned check charge is \$35. No refunds can be given for withdrawal from the Festival or inability to follow these rules. Grease spots or trash cleaned by Beavercreek City are \$50.
FOOD VENDORS	All booths have to comply with the Greene County Combined Health requirements and pass inspection.
GIVE-A-WAYS/HANDOUTS/SOLICITATION	Must be approved by BPF committee before the festival. Must be confined to booth area. If literature becomes a problem, you will be asked to stop handing literature out to guests.
INSURANCE*	All vendors are required to carry liability insurance for the festival weekend with liability limits no less than \$1,000,000. You must provide a certificate of insurance by August 15 naming the Beavercreek Popcorn Festival, Inc. as an additional insured.
LOCAL BUSINESSES	Please be respectful of our local businesses as they graciously consent for us to have this Festival. Some businesses stay open during the Festival. Do not move cones or other items belonging to local businesses. DO NOT use the local business' private property as that is not in your contract including their water and electricity.
LOCATION	Dayton Xenia Road between North Fairfield Rd. and Meadowbridge Rd., Rodenbeck Rd., Shoup Park, and parking lots of adjacent businesses.
PROHIBITED	Alcohol or any illegal substances or activities. Police are on the premises at all times.
SAFETY	No generators allowed Must comply with all Fire Department Rules (see website) Tents must be grounded with 50 pounds weights on each leg Fire Extinguishers, charged and working with 10-20 pounds pressure are required for all booths with electrical, gas or fire usage No driving during the festival.
SECURITY	Overnight roving security is provided. However, use sound judgment on anything left in your booth. Festival is not liable for theft or damage.
GUTTERS	No grease or water is to be put into city storm drains.
TRASH	Must use the dumpsters located near PetValu for vendor trash. The rolling trash receptacles are for our Festival guests.
WATER	Available at a fire hydrant on Rodenbeck at the top of the hill. Vendors are responsible for their own portage.

QUESTIONS? Contact by email at vendors@beavercreekpopcornfestival.org or phone at 602-CORN [2676]

*NOTICE—THE BEAVERCREEK POPCORN FESTIVAL

Its officers, committee members and sponsors shall not be held responsible for and shall be held harmless from any claim for loss, damage or injury to any goods or property, or to any persons for any reasons whatsoever, during the occupancy of space as provided in this agreement or in any connection with the Beavercreek Popcorn Festival. Reserves the right to select or reject any vendor or product for the Festival.

Your payment is your signature of acceptance to the Vendor Contract and Terms and Conditions.