

# COLUMBIA HOMECOMING FESTIVAL



June 25, 26 & 27, 2010

**Columbia Township Park**

25540 Royalton Rd., Columbia Station, Ohio 44028

## BOOTH SPACE CONTRACT 2010

*The Columbia Homecoming Festivities are sponsored and managed by the Columbia Chamber of Commerce. Visit the Chamber of Commerce on our website at [www.columbiahomecoming.com](http://www.columbiahomecoming.com)*

*Concession Director-James Wright (440) 748-2183*

All concessions will be located at the Columbia Township Park located on Rt. 82 and West River Rd. in Columbia Station, Ohio 44028.

### SETUP SCHEDULE:

**Wednesday June 23, 2010** - Noon-5:00pm - Booth Setup

**Thursday June 24, 2010** – 10:00am – 5:00pm – Booth Setup

**Friday June 25, 2010** – 8:00am – 3:00pm - Booth Setup

\*All vendors are expected to be set up and in place by 3:00pm and must remain for the entire event.

No early releases allowed, without approval from Concession Director.

### FESTIVAL HOURS OF OPERATION:

**Friday June 25, 2010** - 5:00pm – 10:00pm – Festival Hours of Operation

**Saturday June 26, 2010** – 10:00am – 11:00pm – Festival Hours of Operation

\*\*\*Fireworks are scheduled to start @ 10:15pm

**Sunday June 27, 2010** – Noon – 8:00pm – Festival Hours of Operation

\*\*\*Parade is schedule to begin @ 4:00pm

**NEW**

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1. Vendors who participated in 2009 Homecoming Festival have first consideration. However, returning vendor applications must be submitted and **PAID IN FULL BY April 1, 2010**. Returning vendors must have any changes to original setup provided in previous years reviewed and approved by the Concession Director prior to 6/1/10.
2. The Concession Director must approve new vendors and all equipment to be used by vendor prior to submitting their application. New vendors must submit applications and be **PAID IN FULL by May 1, 2010**. Note: Submission of application for booth does not secure acceptance or placement of booth.
3. All products and/or services offered for sale during this festival must be the same products and/or services approved during the selection process.
4. Applications and fees submitted after June 1, 2010 will be charged an additional \$50.00 late fee and are subject to approval by the Columbia Chamber of Commerce.
5. The Columbia Chamber of Commerce reserves the right to reject any application due to non-compliance, or non-payment.
6. All checks are to be made payable to: **COLUMBIA CHAMBER OF COMMERCE**
7. No post-dated checks will be accepted. There is a \$50.00 charge on all returned checks. All fees are non-refundable except due to illness. Request for a refund must be received in writing on or before 6/1/10. All vendors will mail fees and completed application packet forms to:

Columbia Chamber of Commerce  
Attn: Concession Director  
33609 Cooley Rd.  
Columbia Station, Ohio 44028  
(Phone 440-748-2183 - Fax 440-748-9062)

- NEW**
8. All tents must be securely staked at all times and must be of sound construction for such an event. Concession Director will give final approval of tents. Unacceptable structures will NOT be allowed and vendor will be required to remove.
  9. The Columbia Chamber of Commerce will dispose of any equipment not removed by June 30, 2010.
  10. No Alcoholic beverages can be sold, or given away by vendors for public consumption. Columbia Park is an alcohol free park. All vendors are required to follow this ordinance or they will be asked to leave and will not be allowed to participate in the future as a vendor. Unruly behavior (including intoxication, verbal abuse, or threatening behaviors) will not be tolerated and are cause for immediate removal from the grounds.
  11. All vendors shall provide evidence of liability insurance and provide a certificate of insurance coverage and bodily injury, property damage and product liability for single coverage limits of not less than \$1,000,000.00 (one million dollars). With the signing of this contract the Columbia Chamber of Commerce including it's officers, members and agents, will be held harmless against debts and business expenses and obligations incurred including any and all liability claims by reason of any accidents, injuries, damages or sickness, that may occur during the term and performance of this contract and against all fines, penalties and loss incurred for by reason of the violation of county, state or, Federal laws.
  12. All vendors serving food including any non-profit local organization will acquire the proper health department certificates or licenses required to comply with local health department regulations governing the serving of food items for public consumption. Food vendor licenses may be obtained from the Lorain County General Health District, 9880 South Murray Ridge Rd., Elyria, Ohio 44035, and Phone 440-322-6267. [contact@LorainCountyHealth.com](mailto:contact@LorainCountyHealth.com)
  13. Vendors agree to maintain a clean attractive and safe booth area, including the work area. All debris from set up and tear down must be taken to the large dumpster located at the west side of the park. Vendors must take all daily trash to the large dumpster at the end of each night. Grey water disposal sites are available and will be used by all food vendors. Food vendors must provide their own grey water collection container and dispose of all grey water properly. Absolutely no dumping on ground is permitted. The vendor shall be responsible for removing all displays, advertising materials and the like erected or placed on the premises immediately at the close of the festival.
  14. A fire extinguisher, provided by you, is required for each booth space.
  15. It is required that someone be in your booth at all times during the festival open hours.
  16. There will be overnight security from 11:00 p.m. to 8:00 a.m. on Friday, and Saturday. There is **No security** planned for the last night of the festival or during the tear down phase.
  17. All vendor product prices must be visible to the public at all times. All prices will remain the same during the entire event.
  18. It is the responsibility of the vendor to provide at least 125 feet of electrical cord suitable for the service you will be requiring with required plugs for connection to park electrical panels or outlets. You may be required to use electric service within this distance.
  19. The park is equipped with ground fault breakers. Vendors are responsible for their electrical service being up to code. An electrician will be on the grounds to service equipment at vendor's expense. If you require service for our electrician do to problems related to your equipment, you will be required to pay electrician directly. Our electrician will do ALL direct feed hookups to prevent any accidents from occurring and assure that they are properly installed.
  20. The Columbia Chamber of Commerce reserves the right to make and change reasonable rules and regulations regarding use and occupancy of booth space. The signing of the contract identifies that you have agreed to abide by such rules and regulations. Failure to abide by the agreed upon rules and regulations shall be cause for the cancellation of this agreement and shall result in forfeiture of all fees or considerations paid by the space renter.
  21. Craft items, sales booth spaces are 12' x 12', if additional frontage space is needed it may be purchased in 5' increments.
  22. No Vendor may offer Entertainment at their booth without prior approval. All requests must be sent in writing to the Columbia Chamber of Commerce-POB 428, Columbia Station, Ohio 44028 or email to: [officers@columbiastation.com](mailto:officers@columbiastation.com).
  23. Questions: Contact Concession Director: James Wright at 440-748-2183.
  24. Disputes or concerns must be sent in writing to the Columbia Chamber of Commerce-POB 428, Columbia Station, Ohio 44028 or email to: [officers@columbiastation.com](mailto:officers@columbiastation.com).
  25. No subcontracting of spots.
- NEW**



# Vendor Application



## Vendor Application

Name of Business/organization \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Cell \_\_\_\_\_ E-mail \_\_\_\_\_

Type of Food, Products to be sold: Limit of 3 food items per food booth. Please list below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NEW!!!- We now require plug in electrical no hardwire for all vendors**

### FOOD VENDORS

#### **Columbia Township-ONLY - (Non-Profit, Schools, Churches & Youth Groups, Food Vendor)**

\_\_\_\_\_ **Level I-** Booth space is 15' frontage by 20' deep lot, 110V \_\_\_\_\_ AMPS required ..... \$165.00 \_\_\_\_\_

\_\_\_\_\_ **Level II-** Booth space is 15' frontage by 20' deep lot, 220V \_\_\_\_\_ AMPS Required (Max. 50 amps) \$185.00 \_\_\_\_\_

Additional 5' increments of frontage available at the following rates: \$30.00

#### **Non Columbia Township Food or Retail Vendor**

\_\_\_\_\_ **Level III -** Booth space is 15' frontage by 20' deep lot, 110V \_\_\_\_\_ AMPS required ..... \$340.00 \_\_\_\_\_

\_\_\_\_\_ **Level IV -** Booth space is 15' frontage by 20' deep lot, 220V \_\_\_\_\_ AMPS Required (Max.50 amps) \$360.00 \_\_\_\_\_

Additional 5' increments of frontage available at the following rates: \$75.00

**WATER:** (water tees and hoses not included) \_\_\_\_\_ # of taps

### NON FOOD VENDORS-No food or beverages allowed for sale with these options

#### **Columbia Township ONLY- (Non-Profit, Schools, Churches & Youth Groups, Craft/Retail/Info Vendor, Games)**

\_\_\_\_\_ **Level V -** Booth space is 15' frontage by 20' deep lot, 110 electrical outlet only ..... \$ 50.00 \_\_\_\_\_

Additional 5' increments of frontage available at the following rates: \$30.00

#### **Non Columbia Township Craft/Info/Political Vendor, Games**

\_\_\_\_\_ **Level VI -** Booth space is 12' frontage by 12' deep lot, 110 electrical outlet only..... \$100.00 \_\_\_\_\_

Additional 5' increments of frontage available at the following rates: \$50.00

**\*\*DO NOT WRITE SAME AS LAST YEAR\*\***

**Vendor Space Fee** \_\_\_\_\_

**TOTAL BOOTH SPACE FRONTAGE REQUIRED** \_\_\_\_\_ **Additional Frontage Fee** \_\_\_\_\_

**Late Fee of \$50.00 (if received after June 1, 2010)** \_\_\_\_\_

**Payment MUST be submitted with application** **Total Fees Submitted** \_\_\_\_\_

Make Checks Payable to: Columbia Chamber of Commerce & Mail to: Concession Director-33609 Cooley Rd.-Columbia Station, OH 44028

**STATEMENT OF UNDERSTANDING** – I have read, fully understand, and agree to abide by the vendor rules and regulations for the Booth Space Contract for the 2010 Homecoming Festival.

**NOTE:** *Submission of application for booth does not secure acceptance or placement of booth.*

Signature \_\_\_\_\_

Date \_\_\_\_\_

**OFFICAL USE ONLY**

Date Received \_\_\_\_\_ Amount Received \_\_\_\_\_  Cash  Check # \_\_\_\_\_