



VENDOR APPLICATION 2019

GENERAL INFORMATION FORM FOR: FOOD & NON-FOOD VENDORS

General Information: The vendor area of the festival is located on Piqua Place between Obenchain and Clark Streets and W. Center Street between W. Pleasant St. and Obenchain.

Booth Space Fees:

- **Non-Food Product (crafter) 10' x 10' = \$25**
- **Food Product Vendor 10' x 10' = \$50**
- **Food Product Vendor – 10' x 20' = \$75**

Vendors will be located on the festival grounds on a first-come-first-serve basis. A completed application and fee money must be received to secure your location.

Electric: Electricity will not be available for vendors.

Fire Extinguishers: The Springfield Fire Rescue Division requires all food booths to have a five-point ABC fire extinguisher. The Springfield Fire Department will check each booth.

Generators: Vendors are permitted to use generators at this festival.

Water Service: Food vendors are required to bring their own portable water unit(s).

Food Permits: All food vendors must obtain a Clark County Combine Health District Temporary Food Permit. Their contact information is: 937-390-5600 or health@ccchd.com. They will check each booth for the permit the day of the festival.

Insurance: All vendors are required to carry their own liability insurance for operation of their booth space.

License: In consideration of the price paid for vending, The Gammon House grants to the holder a revocable license to vend at The Gammon House Juneteenth Festival. Licensee agrees to abide by all rules governing The Gammon House Juneteenth Festival and acknowledges that the licenses granted hereby may be revoked without refund for violation of said rules, scheduled festival events will proceed regardless of weather conditions.

Refunds: Refunds of space will be made only if the Gammon House Festival is notified in writing 7 days prior to the event. The Gammon House Festival reserves the right to determine if the vendor will receive a refund. The Gammon House Festival shall issue no refunds on account of inclement weather.

SET UP & TEAR DOWN: The official festival hours are 11:00am to 7:00pm.

- **Set Up:** Must be completed prior to the opening of the festival. You may begin setting up after 7:00am when the street is officially closed. If you are not setup by 10:30 am, you will not be permitted access to your booth space with your vehicle. All items must be carted in by hand. No refunds will be given.
- **Location:** There will be tape/chalk space with each booth name and number on the curb where your booth is located. Please check-in with the Gammon House Festival Team before setup.
- **Parking:** You must move your vehicle from the festival area as soon as you have unloaded. You must find a parking spot outside of the festival area. All vehicles must be outside of the festival area by 10:30am.
- **Tents:** You must supply your own tent /canopy, tables and chairs. The festival is in the direct sun so consider this carefully.
- **Lighting:** Festival closes before dark. Lighting maybe only necessary for display purposes.
- **Music:** Music may be played in your booth only when there is no live band /choir playing or singing.
- **Grease, Ashes and Gray Water:** There is not a location to dispose of this at the festival. Please take grease, ashes and gray water with you to help preserve our historical area. Please do not dump gray water in the streets.
- **Tear Down:** You may only begin tearing down your space at **7:00PM** when the festival is over. Vehicles are not permitted in the festival until the crowd has dispersed

Approval Process: All Applications are reviewed by the Gammon House Vendor Committee. You will be notified of approval/denial by the first Saturday in June.

We would appreciate your response as soon as possible and no later than May 31, 2019



Gammon House Juneteenth Festival

June 15, 2019

2018 VENDOR CONTRACT/ APPLICATION - Please Print

Name of Vendor Business: _____
Contact Name: _____
Email Address: _____
Phone Number: _____
Mailing Address: _____
City, State & Zip: _____

Are you selling any type of food at your booth: _____ Yes _____ No
Type of food or product you will be selling: _____

COST FOR BOOTH

Non-Food Product 10'x 10' = \$25 your TOTAL = _____

Food Product Vendor 10'x 10' = \$50 your TOTAL = _____

Food Product Vendor 10'x 20' = \$75 your TOTAL = _____

Food Vendor Description; tent/trailer etc. _____

All fees must be paid and forms returned by May 31, 2019 to:

Gammon House Juneteenth Festival

Attn: Vendor Coordinator

Po Box 724

Springfield, Ohio 45501

Terms & Conditions: The vendor agrees to obtain all permits and comply with all safety regulations required by the City of Springfield, Clark County, and the State of Ohio. The vendor further agrees to hold harmless the Gammon House, Inc., it's board of directors/staff, Gammon House Juneteenth Festival Committee, volunteers and the City of Springfield against any and all loss, damage, destruction of property including but not limited to injury, death or other casualty of persons resulting directly or indirectly that may arise from the operation of a vendor booth during the Gammon House Juneteenth Festival.

By signing below you agree to the Terms & Conditions of this application.

Signature

Date

Festival Committee Use Only: Received on _____, 2019 _____ Approved _____ Denied
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