



COLUMBIA HOMECOMING FESTIVAL

June 26, 27 & 28, 2009

Columbia Township Park

25540 Royalton Rd., Columbia Station, Ohio 44028

BOOTH SPACE CONTRACT 2009

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

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.

Booth setups will begin on Wednesday June 24, 2009 from 10:00 noon to 7:00p.m. Thursday June 25, 2009 from 10:00 a.m. to 5:00 p.m. All units must complete set up by 3:00pm Friday June 26, 2009. All vendors are expected to be set up and in place for the entire event.

Festival hours of operation will be as follows:

Friday June 26, 2009 from 5:00 p.m. - 11:00 p.m.
Saturday June 27, 2009 from 10:00 a.m. - 11:00 p.m.
Sunday June 28, 2009 from 2:00 p.m. - 11:30 p.m.

The parade is scheduled to begin @ 4:30 p.m. on June 28, 2009.

The Fireworks are scheduled to start @ 10:15 p.m. on June 28, 2009.

1. Vendors who participated in the previous year have first consideration. However, returning vendors applications must be submitted and **PAID IN FULL BY April 1, 2009.**
2. Concession Director must approve new Vendors prior to submitting their application. Applications for new vendors must be submitted and **PAID IN FULL by May 1, 2009.**
3. Applications and fees submitted after June 1, 2009 will be charged an additional \$50.00 late fee and are subject to Concession Director approval. The Director reserves the rights to reject any application do to non-compliance.
4. All checks are to be made payable to:

COLUMBIA CHAMBER OF COMMERCE

5. All fees are non-refundable. No post-dated checks will be accepted. All vendors will mail fees and completed application packet forms to:

Vendor Application
Attn: Jim Wright
33609 Cooley Rd.
Columbia Station, Ohio 44028
(Phone 440-748-2183 - Fax 440-748-9062)

6. All tents must be securely staked at all times and must be of sound construction for such an event. Concession Director – Jim Wright, will give final approval of tents. Unacceptable structures will NOT be allowed and vendor will be required to remove.

7. Concession Director will dispose of any equipment not removed by July 1, 2009.
8. No Alcoholic beverages can be sold, or given away by vendors for public consumption. Columbia Park is an alcohol free park.
9. 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. 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
10. Each vendor will be responsible for keeping their booth space neat and clean including serving and work areas. All debris from set up must be discarded and daily Trash should be taken to the large dumpster located at the west side of the park. Vendors will take all daily trash to the dumpster. 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 this product properly.
11. A fire extinguisher, provided by you, is required for each booth space.
12. It is required that someone be in your booth at all times during the festival open hours.
13. Overnight security from 11:00 p.m. to 8:00 a.m. on Friday, and Saturday. Sunday **No security** is planned for the last night of the festival or during the tear down phase.
14. All vendor product prices must be visible to the public at all times. All prices will remain the same during the entire event.
15. It is the responsibility of the vendor to provide at least 125 feet of electrical cord for connections. All electric in the park has been up graded. You may be required to tap into electric service within this distance.
16. 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 would have 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.
17. 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.
18. Craft items, sales booth spaces are 12' x 12', if additional frontage space is needed it may be purchased in 5' increments.

NEW



Vendor Application

Vendor Application



Name of Business/organization _____

Contact Person _____

Address _____

City _____ State _____ Zip _____

Telephone _____ Cell _____ E-mail _____

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

******NOTICE******

All booth space is allotted into 15' frontage by 20' deep lot, (Except for craft vendors, which are 12'x12').
If you required MORE than 12' or 15' you are required to pay ADDITIONAL FEES.

(Additional frontage required is available in 5' increments see below):

Columbia Twp. Non-Profit (Schools, Churches & Youth Groups, Columbia Chamber Members), Retail/Info Vendor.....\$50.00 _____

Columbia Twp. Non-Profit (Schools, Churches & Youth Groups), Food Vendor\$125.00 _____

Food or Retail Vendor, (110V or 220V)..... \$300.00 _____

Craft Display for sale (110 electric only)

(No food or beverages allowed for sale with this option, 12' x12' space unless additional frontage is purchased)..... \$100.00 _____

ADDITIONAL FEE FOR ELECTRICAL SERVICE: DIRECT WIRE [] - PLUG []

110V [] 15 AMPS 110V [] 20 AMPS.....\$40.00 _____

220V [] 50 AMPS (Maximum allowable)\$60.00 _____

WATER: (water tees and hoses not included) _____ # of taps

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

Columbia Non-Profit.....\$30.00 x _____ = _____

Retail/Info Vendor.....\$50.00 x _____ = _____

Food Vendor\$75.00 x _____ = _____

\$50.00- LATE FEE FOR APPLICATIONS RECEIVED AFTER JUNE 1, 2009 _____

*****TOTAL BOOTH SPACE FRONTAGE REQUIRED _____ Total Fees Submitted _____**

**Please specify width of frontage required. Please remember awning clearances in the calculation. Check No. _____ Enclosed

*****APPLICATION MUST BE FILLED OUT COMPLETELY OR IT WILL NOT BE ACCEPTED—DO NOT WRITE SAME AS LAST YEAR*****

- ALL FOOD VENDORS-PAYMENT IN FULL REQUIRED BY APRIL 1, 2009.
- PAYMENT MUST BE INCLUDED WITH REGISTRATION.
- THERE IS A \$30.00 CHARGE ON ALL RETURNED CHECKS.
- REQUEST FOR REFUND MUST BE RECEIVED IN WRITING ON OR BEFORE JUNE 1, 2009.

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

Please sign that you have read and agree to the Rules and Regulations.

Signature of Vendor _____ Date _____

If you plan to sell any food or drink items, please contact the Lorain County General Health District for the type of license you will be required to obtain. 440-322-6367. contact@LorainCountyHealth.com