

# Beavercreek Popcorn Festival

## Saturday and Sunday · September 12 and 13, 2020 (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. **NO REFUNDS**

**DEADLINES**    March 31 FEES ARE DUE for Returning Vendors who wish to be considered for the same booth/area space will receive priority.  
                          June 30 ALL 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.

Date \_\_\_\_\_

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 10 x 15 ft - If different size, could lead to an additional charge]

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
Booths not on Dayton Xenia Rd and not using electricity		\$155	
Booths on Dayton Xenia Rd or a booth using electricity (booths by Wendys and Rodenbeck) + **		\$205	
Electric Booths <b>** BASIC MINIMUM ELECTRICITY 1-110 volt, 15-20 amp circuit</b>		\$80	
1 Additional 110 volt, 15 amp each circuit add ( 50, to ** basic)		\$130	
2 Additional 110 volt, 15 amp each circuit add ( 50, 50, to ** basic)		\$180	
3 Additional 110 volt, 15 amp each circuit add ( 50, 50, 50 to ** basic)		\$230	
ADDITIONAL ELECTRICITY 220/230 volt, 100 amp circuit, each circuit		\$280	
<b>TOTAL</b>			

**QUESTIONS?** Contact by email at [vendors@beavercreekpopcornfestival.org](mailto:vendors@beavercreekpopcornfestival.org)

OFFICE USE ONLY:

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## Beavercreek Popcorn Festival Terms and Conditions

<b>APPLICATION</b>	Completed application, Pictures (if a new booth), Payment of fees (cash, check, money order), Insurance* (see below). You will receive an acknowledgment of receipt of Application. It will be evaluated. <b>A Confirmation of Acceptance after approval will be sent to you.</b> 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.
<b>AWARDS</b>	Service awards for 5 year increments Criteria: Decoration, Clear Readable Signs, Neatness and Cleanliness, Display and Layout, Popcorn products (food booths)
<b>BOOTHS</b>	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. <b>DISPLAY BOOTH NUMBER ON FRONT AND BACK OF BOOTH—CLEARLY VISIBLE</b>
<b>DATE AND TIME</b>	Saturday, September 12, 2020 from 10 AM to 8 PM Sunday, September 13, 2020 from 11 AM to 6 PM
<b>DRIVING</b>	Allowable driving times are Saturday until 9 AM and after festival guests have departed. Sunday until 10 AM and after festival guests have departed. <b>THIS IS A CITY ORDINANCE—NO DRIVING DURING THE FESTIVAL.</b>
<b>ELECTRICAL</b>	All electrical equipment must be compatible with Ground Fault Interrupt (GFI) Extension cords: 12 gauge and no longer than 100 feet and taped down. Special receptacles provided by vendor
<b>EMERGENCY</b>	<b><i>FOLLOW THE DIRECTIONS OF THE EMERGENCY PERSONNEL: Beavercreek Police, Beavercreek Fire, Beavercreek COPP, Beavercreek City and Beavercreek Popcorn Festival Committee.</i></b>
<b>FACILITIES</b>	Vendor is renting booth space. All other facilities provided by vendor. Lights are necessary as festival closes before dark. Vendors provide their own booth structure, tents, trailers and licenses or permits that apply
<b>FEES</b>	Returned check charge is \$35. No refunds can be given for withdrawal from the Festival. Grease spots or trash cleaned by Beavercreek City are \$50.
<b>FOOD VENDORS</b>	All booths have to comply with the Greene County Combined Health requirements and pass inspection.
<b>GIVE-A-WAYS/HANDOUTS/ SOLICITATION</b>	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.
<b>INSURANCE*</b>	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 July 31 naming the Beavercreek Popcorn Festival, Inc. as an additional insured.
<b>LOCAL BUSINESSES</b>	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. <b>DO NOT</b> use the local business' private property as that is not in your contract including their water and electricity.
<b>LOCATION</b>	Dayton Xenia Road between North Fairfield Rd. and Meadowbridge Rd., Rodenbeck Rd., Shoup Park, and parking lots of adjacent businesses.
<b>PROHIBITED</b>	Any illegal substances or activities. Police are on the premises at all times. Alcohol is permitted in designated area <b>ONLY!</b>
<b>SAFETY</b>	No generators allowed 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.
<b>SECURITY</b>	Overnight roving security is provided. However, use sound judgment on anything left in your booth. Festival is not liable for theft or damage.
<b>GUTTERS</b>	No grease or water is to be put into city storm drains.
<b>TRASH</b>	There are dumpsters available. <b>Please use the dumpsters</b> as the trash receptacles are for our Festival guests.
<b>WATER</b>	Available at a fire hydrant on Rodenbeck at the top of the hill. Vendors are responsible for their own portage.

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### **\*NOTICE—THE BEAVERCREEK POPCORN FESTIVAL**

*It's 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.