

Lebanon Rotary Club and Historic Downtown Lebanon, Inc.
Lebanon Country Music Festival
31 E. Mulberry Street
Lebanon OH 45036



2015 Craft Vendor Application

FESTIVAL DATE AND HOURS:

June 13, 2015
11:00am-11:00pm
CRAFT VENDORS-11:00am to 7:00pm Rain or Shine

GENERAL INFORMATION

This is the 3rd year for the Lebanon Country Music Festival. The vendor area will be on Broadway in downtown Lebanon. The Festival will include live country music acts from 1:00 p.m. to 11:00 p.m., along with food and craft vendors and a beer garden.

THE DEADLINE FOR THE CRAFT VENDOR APPLICATION IS FRIDAY MAY 1, 2015.

The following general policies and guideline for the Lebanon Country Music Festival have been made in an effort to maintain a standard of equality and continuity to the festival. It should be understood that these policies are subject to the control of the Festival Board and are subject to change as deemed necessary to the festival, the community and the safety of the attendees and residents.

ESSENTIAL INFORMATION:

- Application must be filled out completely or it will not be accepted.
- Make all checks payable to: Lebanon Country Music Festival
- Confirmation will be made via email
- Return Check fee is \$45.00
- NO refunds for any reason after May 30, 2015.
- Only juried items can be sold.
- Set-up and tear-down times MUST be adhered to.
- ALL safety items listed are mandatory.
- 5lb ABC Fire extinguisher is required.
- Liability insurance is required.

BOOTH SPACE FEES

HDLI Business Member Non-Food Product	10 x 10 = \$50
Non-Food Product	10 x 10 = \$100

*****CALL FOR RATES AFTER MAY 30, 2015*****

ELIGIBILITY, RESTRICTIONS & EXHIBIT SPACE:

- All products sold inside the leased area MUST be hand crafted by the vendor and of high quality. (The items will be approved by a jury committee)
- All vendors will list every type of item to be sold on their application.
- We do not allow any manufactured or buy to resell items in your booth. The **ONLY EXCEPTIONS:**
 1. Historic Downtown Lebanon, Inc. Business Members may sell their store wares in a rented booth
 2. Western themed commercially made items ex: Cowboy boots, hats, clothing etc. **Photographs are required and the jury will determine if the items are acceptable**
- We encourage as many demonstrating and crafts booths as possible.
- Embellishment of an item not handcrafted is allowed with at least 50% of the value of the item to represent work from the vendor.
- All types of items must be present to the jury committee for approval.

- During the show every booth will be juried to make certain that only the approved items are for sale or on display in the booth.
- Any item found not to comply with the rules as outlined or not juried into the show must be removed immediately from the booth upon request from festival officials.
- Any vendor who does not comply with a request to remove a product or products will be expelled from the show.
- Any vendor found to have a product in their booth that was removed previously will be expelled from the show.
- No flea-market.
- No health or cosmetic items
- There are a LIMITED number of informational or political booths.
- No one but the Lebanon Country Music Festival will be permitted to sell Lebanon Country Music Festival Souvenirs representing the festival.
- No raffles, games of chance or advertising of games of chance.
- All booths must be handicapped accessible for our handicapped visitors.
- The vendor is solely responsible for the product he/she is selling.

The Lebanon City Ordinance 709.04 applies to all vendors including store owners. This ordinance reads as follows: *No peddler, or any person shall shout, make a cry-out, ring a bell or use any sound device, including any loud-speaking radio or sound amplifying system upon any of the streets, avenues, parks or other public places or upon any private premises in the city where sound of sufficient volume is emitted or produced there from to be capable of being plainly heard upon the streets, avenues, parks or other public places for the purpose of attracting attention to goods, wares, or merchandise which such person proposes to sell. Penalties and or jail time could apply.*

The Board of Lebanon Country Music Festival reserves the right to reject any application for booth space based upon a criteria established by the board and may cause items to be removed the day of the festival any items that do not meet this criteria. The Lebanon Country Music Festival Board also reserves the right to refuse to allow future participation in the Lebanon Country Music Festival to those persons and the booth vendor that they are associated with who do not follow the safety procedures outlined for vehicles and booth spaces during the hours from midnight the day of the festival until midnight at the end of the day.

SET UP AND TEAR DOWN

Set Up- 8:00am to 10:00am

- As a safety precaution NO one will be permitted to set-up prior to 8:00 am as the streets will not be officially closed to thru traffic.
- Please bring your letter of confirmation and map with you at set-up to verify identification and proof of payment.
- Your name will be written on tape on the curb at your booth location. If you cannot find your booth space, please go to the intersection of Mulberry and Mechanic and a Country Music Festival volunteer will be happy to assist you!
- Please be courteous and do not block the roadway or the booth next to you, the area will be congested at setup and tear down times.
- ALL vehicles must be out of the area by 10:00am and will not be permitted to re-enter the area until after 7:00pm NO EXCEPTIONS! SAFETY first!
- Any booth space not occupied before 10:00am will be considered vacant. The committee may rent this space to another vendor. NO refund will be made for late arrivals that do not have access to their booth.
- When driving your vehicle into the festival area, a speed limit of 10 MPH is in effect.

Tear Down- 7:00pm

Specific detailed instructions will be provided to you regarding tear down as the festival goes on until 11:00pm and SAFETY issues will take precedence!

- If you tear down your display early, you will not be able to enter the area with your vehicle until after 8:00pm
NO EXCEPTIONS!
- **VIOLATION OF THE TEAR DOWN AND DRIVING POLICIES WILL RESULT IN FINES AND ELIMINATION OF ANY FUTURE FESTIVALS.**

TENTS AND DISPLAYS

- Each exhibitor is responsible for supplying their own set-up equipment, setting it up, taking it down. You may use a canopy; however, it must be free-standing weighted at the corners in case of wind gusts.
- Vendors will not create a carnival like atmosphere, this includes but not limited to flashing lights, music, yell to the crowd, the use of moving items not juried to draw attention.
- ALL vendors shall conduct business during the published Craft Vendor hours.
- Vendors may not distribute any literature except:
 - An advertisement of their business
 - A brochure that describes their product or the process to create the item.
 - Business cards that allow the customer to contact them in the future.
 - An advertisement for up-coming shows where the vendor will be displaying their merchandise.
- Each vendor shall be responsible to clean up and restore the booth space to its original condition at the conclusion of the Festival. All trash is to be placed in dumpster nearest your booth at the close of the Festival.
- The vendor/lessee shall not sublease said booth space to another vendor or have your products sold by others. Such violations will result in the closing of the booth and prevent future festival participation.
- The Lebanon Country Music Festival may refuse or cause the withdrawal of any vendor who annoys, endangers or interferes in any way with the harmony of the festival.
- Vendors are responsible for payment of any local licenses, permits or taxes required by law. To obtain a Warren County Vendor's licenses, call 513-695-1240. For more information regarding Ohio sales tax call, 513-695-1215.
- The Lebanon Country Music Festival will not be held responsible for accident, injury, theft or loss of property.

REFUNDS

Refunds of space will be made only if the Country Music Festival is notified in writing 30 days prior to the event and we are able to rent to another vendor. The Lebanon Country Music Festival reserves the right to determine if the vendor will receive a refund. The Lebanon Country Music Festival shall issue no refunds on account of inclement weather.

SAFETY

- Flame retardant tents are highly recommended.
- **ALL CRAFT BOOTHS ARE REQUIRED TO HAVE AT MINIMUM A 5LB. ABC FIRE EXTINGUISHER. ALL EXTINGUISHERS ARE TO BE INSPECTED WITHIN THE LAST YEAR, PLEASE HAVE TAG VISIBLE WITH CURRENT INSPECTION.** The Lebanon Division of Fire checks every booth!
- If you have electric you must bring at minimum of 1 100ft extension cord to reach the electric service. The extension must be secured and run in the gutter behind the space.
- The use of flags, signs, poles with merchandise above the tent are not allowed.
- No flammable or combustible fuels will be used in the show without a permit from the fire department. This type of permit will only be issued to craft vendors for very small amounts to show use of their merchandise.

For questions, contact the Lebanon Country Music Festival at: 31 E. Mulberry Street, Lebanon, OH 45036, phone (513) 290-3966 or Email: pdf123217@aol.com Visit our website at lebanoncountrymusicfest.com.

ALL CRAFT VENDORS ARE REQUIRED TO CARRY LIABILITY INSURANCE. REFER TO INSURANCE REGULATIONS ATTACHMENT.

The Lebanon Country Music Festival reserves the right to reject any application for booth space based upon the criteria established by the board and may cause items to be removed the day of the festival that do not meet this criteria. The Lebanon Country Music Festival also reserves the right to refuse to allow future participation in the festival to those persons and the booth vendor that they are associated with who do not follow the safety procedures outlined above.

Signature _____ Date _____

Signature _____ Date _____

SIGNED FORM MUST BE
SUBMITTED WITH APPROVED
APPLICATION AND FEES



Hold Harmless Covenant

In consideration of a lease of booth for the 3rd Annual Lebanon Country Music Festival, to take place Saturday, June 13, 2015 I, the undersigned, do hereby release and covenant and agree to indemnify, defend and hold the Lebanon Country Music Festival, the Lebanon Rotary, Historic Downtown Lebanon, Inc. and the City of Lebanon, it's owners, employees, and agents and the Board of Directors of the above named organizations Lebanon Country Music Festival Committee, the organizer of the event, and it's employees, as well as all successors, heirs, and assigns, harmless against any and all claims, demands, damages, cost and expenses, including reasonable attorney fees for the defense thereof, arising from the alleged conduct or management of the undersigned's business in the leased space, or from any breach on the part of the undersigned of any condition of the agreement of lease, whether verbal or in writing, or from any act of negligence of the undersigned, his/her/its agents, contractors, employees, concessionaires, invitees or licensees in or about the leased space, and in the event that the undersigned should obtain public liability insurance against the foregoing occurrences, Lebanon Country Music Festival, the Lebanon Rotary, Historic Downtown Lebanon, Inc. and the City of Lebanon, it's owners, employees and agents and the Board of Directors of the said organizations shall be entitled to claim protection of their interests hereunder as an additional, insured party.

Hold Harmless Waiver

We hereby make application to participate in 3rd Annual Country Music Festival, to take place Saturday June 13, 2015 in Lebanon, Ohio. We understand that any and all claims for loss to persons or property based upon acts or alleged acts of the undersigned, its agents, employees, representatives, or their successors, heirs, and assigns are the responsibility of the undersigned and that providing liability insurance is our responsibility, and in lieu of providing an Insurance Coverage Certificate, we hereby certify that in the case of a claim for loss to persons or property, we will not hold the Lebanon Country Music Festival, the Lebanon Rotary, Historic Downtown Lebanon, Inc. and the City of Lebanon or any of their personnel, employees, agents, successors, heirs, and/or assigns responsible for any bodily injury, death or other casualty of persons, property damage, food products liability, and/or medical payments and we hereby do release, and shall indemnify, defend and hold harmless any member, officer, trustee or employee of the Lebanon Country Music Festival, the Lebanon Rotary, Historic Downtown Lebanon, Inc. and the City of Lebanon for any claim or claims that may arise as a result of a claim for bodily injury, death or other casualty of persons property damage or other damages arising out of, or as a result of applicants participation in the festival and/or arising from the operation of a vendor booth during the Lebanon Country Music Festival

Terms & Conditions: The vendor agrees to obtain all permits and comply with all safety regulations required by the City of Lebanon, Warren County, and the State of Ohio. The vendor further agrees to hold harmless the Lebanon Rotary Club and Historic Downtown Lebanon Inc., their board of directors, Lebanon Country Music Festival Committee, Volunteers and the City of Lebanon 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 arising from the operation of a vendor booth during the Lebanon Country Music Festival.

Pursuant and subject to all terms and conditions as set forth herein, we, the undersigned, desire to reserve space at the 3rd Annual Lebanon Country Music Festival, Stompin' in the Street to be held Saturday June 13, 2015

By signing below you agree to the Terms & Conditions of this application the Hold Harmless Waiver and the Hold Harmless Covenant.

Signature: _____ Date: _____

Signature: _____ Date: _____

VENDOR ELECTRIC REQUEST

(To be completed by event/festival vendors and submitted to event organizer)

Event: Lebanon Country Music Festival Date: June 13, 2015 Booth# _____

Vendor Name: _____ Contact Person: _____

Address: _____ Day Phone: (____) _____

City: _____ State: _____ Zip _____

Procedure for Electric Service for Festival Booths & Small Electric Requests

1. Determine your electric needs by using the guidelines provided:

A. **120 volt, 20-amp.** Maximum of two 20-amp circuits provided per customer. One circuit means one duplex outlet.

B. **240-volt, 50-amp.** Please note **locations and allotments** for the 240-volt service are limited to specified sites. Those requesting 240-volt service must supply a 50 amp NEMA 14-50p plug with a sufficient amount of UL listed cable rated for service required. (See page 2 diagram)

2. Service Required:

<input type="checkbox"/> 120 volt, 20 amp - 1 circuit =	\$45.00	
<input type="checkbox"/> 120 volt, 20 amp - 2 circuit =	\$55.00	
<input type="checkbox"/> 240 volt, 50 amp – 1 circuit =	\$60.00	Total Cost: \$ _____

*Your Electrical connection point **SHOULD** be within 100 ft, of your booth space.*

Payment of fee should be returned with this application to your festival organizer. **Make checks payable to: LEBANON COUNTRY MUSIC FESTIVAL. LCMF will coordinate your services and location. All requests must be made no later than four (4) weeks prior to the event. Requests after that date may not be honored.**

Read the following Agreement statement and sign:

I understand that overloading of electrical circuits is prohibited. If I have overloaded a circuit, I will be required to remove an appliance or appliances from service. If Electric Department Personnel are called for an overloading problem, I understand that I will be billed for a service call of \$75.00. I understand that electric heaters of any kind are prohibited. Under no circumstances will I be permitted to plug into street lighting.

Signature _____ Date _____

50 Amp 240 Volt 4 Wire Plug

NEMA 14-SOP

Available at most Hardware stores



W

f.EMA 14-toP Black