

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



2015 Food Vendor Application

FESTIVAL DATE AND HOURS FOR 2015:

Saturday, June 13th, 2015 11:00am-11:00pm Rain or Shine

GENERAL INFORMATION

The food vendor area will be on Mulberry Street between Broadway and Cherry St. 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. For additional information about booth rental please contact: **Paul Fisher** (513) 290-3966, pdf123217@aol.com

THE DEADLINE FOR THE FOOD 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
- Booth rental 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.
- 5lb ABC Fire extinguisher is required.
- Liability insurance is required.

BOOTH SPACE FEES

Food Product Vendor	10x10 = \$150
Food Product Vendor	10x20 = \$225
HDLI Business Member Food Product Vendor	10x10= \$ 75
HDLI Business Member Food Product Vendor	10x20 = \$150

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

SET UP AND TEAR DOWN

Set Up- 7:00am to 10:30am

- As a safety precaution NO one will be permitted to set-up prior to 7:00 am as the streets will not be officially closed to thru traffic. A speed limit of 10 MPH is in effect
- 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 Street 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 10:30am and will not be permitted to re-enter the area until after the last band has finished their set and the crowd has dispersed. **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.
- 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.

GREASE AND GRAY WATER

There is not a location to dispose of this at the festival please take this out with you. Do not dump gray water in the streets.
Improper disposal of grease, gray water or trash will result in loss of future festival participation.

CONCESSION TRAILERS, MOTOR VEHICLES, ATVS, OR GENERATORS ARE NOT PERMITTED IN THE FESTIVAL AREA WITHOUT WRITTEN CONSENT OF FESTIVAL

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 Festival hours.
- 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.
- The Lebanon Country Music Festival will not be held responsible for accident, injury, theft or loss of property.
- All food vendors need to supply their own lighting for their vending area as the festival runs until 11:00 pm.
- Since this is a music festival, the only music permitted is from the live bands Music cannot be played at your booth.
- The use of flags, signs, poles with merchandise above the tent are not allowed.

ELECTRIC

If you will need electric at your booth, see Electric Application for information and pricing. This must be included with this Vendor Application and paid prior to the festival.

FOOD PERMITS

All food vendors must obtain a Warren County Health Department Festival Food Permit. Their contact information is: 513-695-1220 or www.co.warren.oh.us. They will check each booth for the permit the day of festival.

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 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!

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. There are locations behind the City Building and on side streets. All vehicles must be outside of the festival area by 10:30 a.m. No vehicles will be allowed to park along Mechanic St.

ALL 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.

All applications are reviewed by the Lebanon Country Music Festival Committee. You will be notified of approval/denial by May 5th. Your booth number and map will be emailed to you by June 6th, 2015

Signature_____Date_____

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 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 Lebanon 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 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



Black

W

f.E MA 14-toP
3(2) 1-P

**SIGNED FORM MUST BE SUBMITTED
WITH APPLICATION AND FEES**

**LEBANON COUNTRY MUSIC FESTIVAL
Insurance Regulations**

All vendors/booths are required to carry liability insurance for the festival day. All requirements must be met prior to any booth being raised.

1. You must provide a copy of your Certificate of Insurance to the Lebanon Country Music Festival with your acceptance to the festival.
2. Historic Downtown Lebanon, Inc., Lebanon Rotary and the City of Lebanon must be named as additional insured on your certificate of insurance for the day of the event.
3. Be sure that the following information is included:
 - Name of Vendor with complete name of group or organization
 - Policy Number
 - Name of Insurance Company
 - Policy effective and expiration dates
 - Limit liability insurance of no less than \$1,000,000.00
 - All names of additional insured are listed

Once these requirements have been met, please return this form to the Lebanon Country Music Festival along with all required fees, signed forms and other necessary information.

Signature

Copy of Vendor Insurance coverage is attached