

APPLICATION and BOOTH LICENSE AGREEMENT

CultureFest 2016 ~ 20th Year!

Saturday, September 24th 11 a.m. ~ 6 p.m.

This **Application and Booth License Agreement** for booth space at CultureFest 2016 will become an agreement upon written acceptance by the 2016 CultureFest Steering Committee (CFSC) as agent for The City of Springfield, Ohio. The rates, general information and additional provisions that are included in or are attached to this form constitute a part of the Application and Booth License Agreement.

NAME OF LICENSEE: _____

Name and Title for advertising purposes: _____

(Please print or type information)

1. PAYMENT AND DEPOSIT: The Licensee will be notified of the CFSC's acceptance of the completed agreement (including required deposit). If the Application and Booth License Agreement is not selected or accepted by the CFSC, the deposit will be returned to the Licensee.

2. BOOTH SPACE FEE: The fee (which includes security, trash removal and GREASE CONTAINERS for booth space) is as follows:

Circle one please

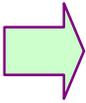
Food Booth LIMIT 3 total food booths	Propane Use	Non Profit	For Profit
<p>Option #1: INCLUDES 10' X 10' CANOPY Plus: An 8' X 30" table and 2 chairs; water and electricity</p> <p>I need: <input type="checkbox"/> water <input type="checkbox"/> electricity-amperes/voltage: _____</p> <p><i>Additional charges for electrical use may occur if you need electricity in addition to the standard set-up.</i></p>	<p>Will you be using propane at the CultureFest?</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>	\$175	\$200
<p>Option #2: YOU BRING YOUR OWN TRAILER WITH THIS OPTION NO POP-UP TENTS Water and electricity only 10' X 10' SPACE</p> <p>I need: <input type="checkbox"/> water <input type="checkbox"/> electricity-amperes/voltage: _____</p> <p>Give us <u>exact measurements</u> of your trailer with <u>canopy included</u>. Width of area facing customers: _____ Depth: _____</p> <p>Anything over and above 10' X 10' constitutes an additional booth charge.</p> <p><i>Additional charges for electrical use may occur if you need electricity in addition to the standard set-up.</i></p>	<p>Will you be using propane at the CultureFest?</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>	\$110	\$135

Circle one please

Merchandise Booth	Do you plan to man your booth all day? <input type="checkbox"/> Yes <input type="checkbox"/> No	Non Profit	For Profit
<p>10' X 10' space under cover 8' X 30" table and 2 chairs</p>	<p>If not, what time do you plan to leave? _____</p>	\$140	\$165

Educational Booth (No SALES)	Do you plan to man your booth all day? <input type="checkbox"/> Yes <input type="checkbox"/> No	Non Profit	For Profit
10' X 10' space under cover 8' X 30" table and 2 chairs	If not, what time do you plan to leave? _____	\$105	\$140

3. ORGANIZATION CATEGORY (Must submit copy of Certificate of Exemption with application)



For Profit organization	Federal Tax ID# _____
Non-Profit organization	Federal Tax ID# _____

4. BOOTH REQUESTED

Type of Booth	Number of Booth(s) LIMIT 3 TOTAL FOOD BOOTHS	Fee per booth	Extra Tables \$10 each	Extra Chairs \$1 each
Food Option #1				
Food Option #2 Bringing trailer				
Merchandise				
Educational				
Total Amount Due				\$

If you need extra tables and chairs, you must order them now.

Licensee hereby authorizes the City of Springfield, Ohio and the 2016 CultureFest Steering Committee to make use of the following information in promotional and advertising materials regarding the CultureFest 2016. Licensee shall be not entitled to any compensation from either the City of Springfield, Ohio or the 2016 CFSC for such use.

No signs are to be placed on the booth or in the booth space except for signs identifying the licensee or describing the goods and services available from the booth.

5. CATEGORY LISTING FOR FESTIVAL PROGRAM

Ethnic group represented by Licensee: _____

What *food items* will you be selling? (Please include menu and price list for each item.)

Item	Price	Item	Price

What merchandise will you be selling? (<i>Attach list if necessary</i>)
What educational materials will you be displaying?
What other services or activities (if any) will you be providing?

6. If the CFSC grants the application of a Licensee, such Licensee is granted a revocable, temporary license from The City of Springfield, Ohio for the Booth Site assigned to the Licensee by the CFSC.
7. At the conclusion of CultureFest 2016 Licensee shall remove all Licensee's equipment, signage and trash at the Booth Site and the vicinity of the Booth Site and shall leave the Booth Site area in a safe and clean condition. **Vendors that do not clean up their areas will be assessed a fee of \$50.**
8. Licensee will pay for any and all utilities utilized by Licensee in the Booth Site.
9. Licensee is responsible for his/her own extension cords. **100 ft. cords are recommended.**
10. Licensee will **not cook in the booths**. All cooking must be done *behind* the booths to avoid fires.
11. Licensee shall surrender the Booth Site to The City of Springfield at the end of CultureFest 2016 in the same condition as when Licensee took possession of the Booth Site, allowing for reasonable use, wear and tear.
12. Licensee shall maintain, preserve and supervise the Booth Site and shall permit no vandalism or waste to occur thereon by Licensee's customers.
13. Licensee agrees to indemnify and save the City harmless from any claims, damages, or liability of any nature that may arise out of/or from any actions or omissions on the part of Licensee, its employees, agents and/or independent contractors.

LICENSEE: Name of person responsible for booth:

Name: _____ Title: _____

Company/Organization: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone *Daytime*: () _____ *Evening*: () _____ *Fax*: () _____

E-Mail: _____

Signature: _____ **Date:** _____

Type of Payment: **Check#** ____ **Cash** Amount \$ _____ **Credit Card** (circle one): Visa MasterCard Discover

Credit Card #: _____ Expiration Date: _____

Name on Card: _____ V-Code: _____

Amount of Payment: _____ **(Note: V-Code is the last 3 digits on the back of the card on the signature line)**

Authorized Signature: (if credit card) _____

Checks must be made payable to: CultureFest 2016 - City of Springfield and mailed to: City of Springfield, Community Development Dept., 76 E. High Street, Springfield, Ohio 45502

Amount Paid: \$ _____ Date Paid: _____ Balance Due: \$ _____

IMPORTANT DATES

A deposit of **\$50 (non-profit)** or **\$100 (for profit)** is required to reserve booth space and must be submitted with your application no later than:

Friday, July 22, 2016

Full payment required by
Friday, August 26, 2016

Deposit non-refundable after
Friday, September 9, 2016

NO EXCEPTIONS

FIRE PREVENTION

For those using GREASE to cook, you **MUST** have a “K” EXTINGUISHER.

The Springfield Fire Department **WILL CHECK** to insure that you are using the proper extinguisher at the event.

If you do not, your operation at CultureFest will **NOT BE PERMITTED** to serve food.

Absolutely no cooking in booths. Any cooking must take place behind booths.

See “**Fire Protection Companies**” attachment for a list of businesses that sell/rent “K” extinguishers.

VENDORS ARE RESPONSIBLE FOR

obtaining all permits/licenses prior to CultureFest. **FAILURE TO DO SO WILL RESULT IN FORFEITURE OF BOOTH FEES.**

SETUP TIME for Food Booths is 7:30 a.m.

SETUP TIME for Merchandise and Education booths is between 9:00 and 10:00 a.m.

Please adhere to this time schedule.

VENDORS

We encourage you to keep your **booths open** throughout the festival. If you know that you will not staff your booth for the entire time, please let us know in advance if possible. Thank you!

RECYCLING is a good thing!

Keep recycling in mind **when buying supplies.** Encourage your patrons to **recycle and dispose of cardboard.**

Recycling receptacles will again be placed throughout the festival area.

For information about recycling in Clark County call the **Clark County Waste Management District at (937) 521-2025.**

THANK YOU for participating in CultureFest!

For additional information call
Cheryl Dover, Minority Business Development Coordinator
Community Development
76 E. High Street – Springfield, Ohio 45502
(937) 324-7379, fax (937) 328-3489
email: cdover@springfieldohio.gov