

Lebanon Optimist Club
dba Lebanon Blues Festival
P O Box 778
Lebanon OH 45036



2012 Vendor Application

Aug 4th, 2012

General Information: The vendor area of the festival is on Mulberry St between Broadway and Mechanic. This festival continues to grow each year. Last year we had approx 13,000 patrons.

Booth Space Fees: Non-Food Product 10' x 10' = \$75
Food Product Vendor 10' x 10' = \$150
Food Product Vendor 10' x 20' = \$225

Electric Fees: 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.

Fire Extinguishers: The Lebanon Division of Fire requires all booths to have a five point ABC fire extinguisher. The Lebanon Fire Department will check each booth.

Generators: Vendors are not permitted to use generators at this 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.

Insurance:

All vendors are required to carry their own liability insurance for operation of their booth space.

License:

In consideration of the price paid for vending, The Lebanon Blues Festival grants to the holder a revocable license to vend at The Lebanon Blues Festival. Licensee agrees to abide by all rules governing The Lebanon Blues Festival and acknowledges that the license granted hereby may be revoked without refund for violation of said rules. Scheduled festival events will proceed regardless of weather conditions.

Concession trailers: These trailers are on a restricted basis and require prior approval from the Lebanon Blues Festival.

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

Set Up & Tear Down: The official festival hours are 11:00 am to 11:00 pm.

- **Set Up:** Must be completed prior to the opening of the festival. You may begin setting up after 7:00 am when the streets are officially closed. If you are not setup by 10:30 am, you will not be permitted access to your booth space. No refund will be given.
- **Location:** You will be e-mailed a letter prior to the festival with your booth number and location listed on it. There will be tape with each booth name on the curb where your booth is located. If you can not find your space, the Information booth is located at the corner of Mulberry and Mechanic??
- **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.
- **Tents:** You must supply your own tent, canopy, tables, & chairs. The festival is in the direct sun so consider this carefully.
- **Lighting:** All vendors need to supply their own lighting for their vending area as the festival runs until 11:00 pm.
- **Music:** Since this is music festival, the only music permitted is from the live bands and the car show personnel. Music can not be played at your booth.
- **Grease and Gray Water:** There is not a location to dispose of this at the festival. Please take this out with you. Please do not dump gray water in the streets.
- **Tear Down:** You may begin tearing down your space at 11:00 pm when the festival is over. Vehicles are not permitted in the festival area until the last band has finished their set and the crowd has dispersed. If you want to tear down your space prior to this time, you may do so but you must carry everything to your vehicle outside the festival area for safety reasons.

Approval Process: All applications are reviewed by the Lebanon Blues Festival Committee. You will be notified of approval/denial by May 31st. Your booth number and map will be emailed to you by July 14th, 2012.

Lebanon Blues Festival – Aug 4th 2012

2012 Vendor Application

Name of Vendor Business: _____

Contact Name: _____

Email address: _____

Phone Number: _____

Mailing Address: _____

City, State & Zip: _____

Are you selling any type of food at your booth: _____ Yes _____ No

Type of food or product you will be selling: _____

COST FOR BOOTH

of Non-Food spaces 10' x 10' _____ @ \$ 75 = _____

of Food spaces 10' x 10' _____ @ \$150 = _____

of Food spaces 10' x 20' _____ @ \$225 = _____

Parking permit for truck w/ electric @ \$50 = _____ (limited number avail)

Purchasing Electric: _____ Yes _____ No

*If electric is needed, you must complete & sign the **Vendor Electric Application**.*

All fees must be paid and forms returned by May 18, 2012 to:

Lebanon Blues Festival

Attn: Vendor Coordinator

P O Box 778

Lebanon OH 45036

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 Optimist Club, it's board of directors, Blues 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 Blues Festival.

By signing below you agree to the Terms & Conditions of this application.

Name Date

Festival Committee Use Only: Reviewed on _____, 2012 _____ Approved _____ Denied

VENDOR ELECTRIC REQUEST

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

Event Lebanon Blues Festival Date(s) 08-04-12 Booth# _____

Booth 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. Those requesting 240-volt service must supply a 50 amp NEMA 14-50p plug with at least 15 feet of UL listed cable rated for service required. (See page 2 diagram)

2. Determine total cost:

A. Base fee - \$25.00

B. 120 volt, 20 amp = base fee + \$10.00 per circuit

C. 240 volt, 50 amp = base fee + \$20.00

3. Service Required:

120 volt, 20 amp - 1 circuit = **\$35.00**

120 volt, 20 amp - 2 circuit = **\$45.00**

240 volt, 50 amp - 1 circuit = **\$45.00**

Total Cost: \$ _____

Your Electrical connection point will 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 your Event Organizer.** Your organizer will coordinate your services and location with the City of Lebanon Electric Department. **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:

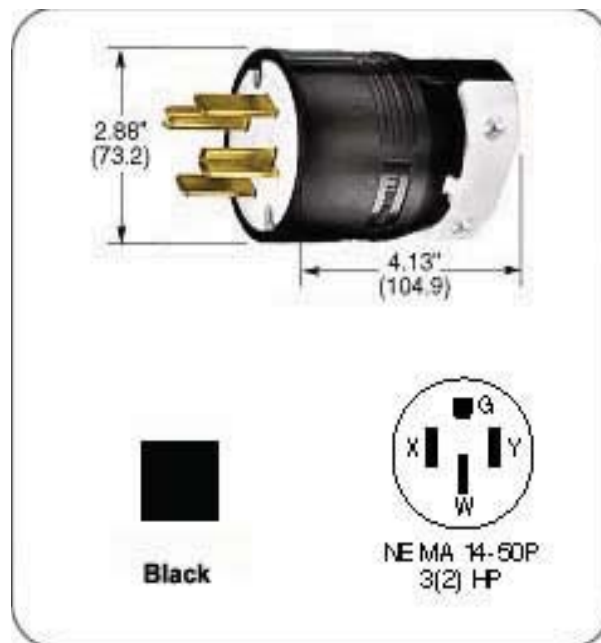
I understand that overloading of electrical circuits is prohibited. If I have overloaded a circuit, I will be required to remove an appliance or appliances from service. If Electric Department Personnel are called for an overloading problem, I understand that I will be billed for a service call of \$40.00. 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 14-50P

Available at most Hardware stores



FESTIVAL BOOTH LAYOUT

