



2019 Non-Profit Booth Agreement Guidelines & Information

The annual Circle Festival and Light Parade will be held Saturday, August 17th, 2019 from 5:30pm to 11pm on the Tallmadge Circle Green. **There is no rain date.**

NON-PROFIT APPLICATION:

The Tallmadge Chamber of Commerce is accepting applications from entities interested in participating in this event. Applications should be submitted for consideration, *along with payment*, to the Chamber Office, 80 Community Rd., Tallmadge, OH 44278 no later than June 13, 2019. Make checks payable to the Tallmadge Chamber of Commerce.

Payments will be processed upon acceptance in the event and will secure your spot.

**For more information or questions contact the Chamber Office:
330-633-5417, fax 330-633-5415, email: chamber@tallmadgechamber.com**

Non-Profit Booth Fee: \$75.00

- Vendors may sell pop, water and any other non-alcoholic beverages, approved by the Committee. No alcoholic beverage sales permitted.
- Accepted vendors will be assigned a setup area for their booth and provided with 8 ft table and 2 chairs. Vendors who have their own tent, canopy, or other vending space, must be approved by the Committee, and must abide by the Tallmadge Fire Department rules and regulations list to be provided.
- Not-for Profit vendors will be assigned a setup area, and provided with an 8 ft table and 2 chairs. Vendors who have their own tent, canopy, or other vending space, must be approved by the Committee.
- All vendors must abide by the Tallmadge Fire Department rules and regulations provided and be set up to pass a fire inspection 2 HOURS PRIOR to the event and sign the fire rules and regulations form.
- **No political/campaign vendors**

Merchandise, Selling & Restrictions

- The committee reserves the right to approve all items that will be sold by vendors. Each vendor MUST list all items to be sold or given away in the agreement.
- The committee requires vendors to sell items that will be fun, festive and desired by event attendees. Items must be legal, in good taste and keeping with the spirit of the event, not offensive to community standards, and reasonably priced.
- No regulated merchandise such as alcohol may be sold or given away.
- If, during the course of the event, items are brought in that are deemed inappropriate, the booth will be closed and no fees will be refunded.
- Registered vendors must not encroach upon, sell in front of or otherwise solicit customers in the area of other registered vendors' booth space.

Insurance/Licenses:

- Vendors shall obtain all necessary permits and licenses, and shall abide by the requirements of all local, state authorities and the Summit County Health Department.
- Vendor is responsible for any and all personal property insurance and liability insurance and must show proof of coverage upon application.
- By committing to a booth herein, vendor agrees to indemnify the Tallmadge Chamber of Commerce, its officers, employees and representatives for all causes of action that may arise as a result of the applicant's operation of a booth.
- Vendor, by committing to a booth, herein agrees to completely hold the City of Tallmadge harmless from all losses that it may suffer including injury to applicant and its employees and agents, and to applicant's property. Vendor assumes all risk.

Refund Policy:

- Vendors may withdraw from the event 30 days prior to the event date to receive a 50% refund on their fees. If withdrawal is made within 30 days of the event date, no refunds are available as all funds are committed to the production, promotion and marketing of Circle Festival. All refund requests must be in writing.
- No vendor booth substitutions are accepted.

Check- In/Set-up

- **Friday, August 16th, from 11 a.m. to 3 p.m. or Saturday, August 17th, 10 a.m. to 3 p.m.**
- Information regarding designated booth space, parking areas and parking passes for vendors will be provided prior to the event.

Take-Down/Clean-Up

- All vendors **MUST** clean up their booth area before leaving.



2019 Tallmadge Festival & Light Parade
NOT FOR PROFIT BOOTH APPLICATION

Contact Name: _____

Organization Name: _____

Mailing Address: _____

Phone: _____

Fax: _____

Cell: _____

Email: _____

Booth Type: Not For Profit

Fee \$75 _____ Due by June 13, 2019

Non-profit booths are not provided electric or water hookups. An 8' table and 2 chairs will be provided.

Booth Description: Please indicate the general nature/purpose of your booth, what items, if any, will be sold, any give aways or activities.

Additional Information you would like to add:

I am authorized to represent the above designated business and have read the Vendor Booth guidelines and I agree to abide by all rules and regulations stated by the Festival Committee and the Tallmadge Fire Marshall, which I have been presented with and all licensing requirements and applicable laws and regulations. I have enclosed the vendor booth fee.

Signature: _____ **Date:** _____