

Lebanon Blues Festival
Attn: Vendor Coordinator
711 Holbrook Ave
Lebanon OH 45036



2018 Food Vendor Info/Application

Date of Festival: Aug 4th, 2018

General Information: The vendor area of the festival is on Mulberry St between Broadway and Cherry Streets. This festival continues to grow each year. Last year we had approx 16,000 patrons.

First Time Vendor: If you have not participated in the Lebanon Blues Festival in the past, please submit photos of your booth setup/products along with your application for consideration.

Booth Space Fees:

- Food Product Vendor 10' x 10' = \$150
- Food Product Vendor 10' x 20' = \$225
- Food Product Vendor 10' x 30' = \$350

Procedure for Electric Service for Festival Booths: Determine your electric needs by using the following guidelines. The festival goes until 11:00 pm so you will need lights at nights.

- A. 120 volt, 20 amp circuit(s) - maximum of two 20-amp circuits provided per customer.
- B. 240 volt, 50 amp circuit(s) - please note that locations and allotments for the 240 volt service are limited to specified sites. Users of 240-volt service must supply a 50 amp NEMA 14-50p plug with a sufficient amount of UL listed cable rated for service required.

Electric must be paid with the application fees 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. Maintain permit by July 20 please. 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. **Please provide copy of liability certificate for Lebanon Blues Festival with application.**

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. Please submit a photo and the length of your unit including the tongue and any additional space needed.

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 cannot 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. If you are using any open grills, fryers, etc. that will be directly on the pavement, you must completely cover your booth floor area with black roofing paper. This will be strictly enforced and you will not be able to open your booth if you are not in compliance.
- **Lighting:** All vendors need to supply their own lighting for their vending area as the festival runs until 11:00 pm. Plan to bring extension cord up to 50 ft.
- **Music:** Since this is music festival, the only music permitted is from the live bands and the car show personnel. Music cannot 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 within 14 days of receipt. Your booth number and map will be emailed to you by July 10, 2018.

Lebanon Blues Festival – Aug 4, 2018

2018 Food Vendor Application – Please Print

Name of Vendor Business: _____

Contact Name: _____

Email address: _____

Phone Number: _____

Mailing Address: _____

City, State & Zip: _____

Type of food or product you will be selling: _____

COST FOR BOOTH	# of units	Total Cost
Food spaces 10' x 10'	_____ @ \$150.00 =	_____
Food spaces 10' x 20'	_____ @ \$225.00 =	_____
Food spaces 10' x 30'	_____ @ \$350.00 =	_____

COST FOR ELECTRIC		
120 volt, 20 amp – 1 circuit	_____ @ \$40.00 =	_____
120 volt, 20 amp – 2 circuit	_____ @ \$50.00 =	_____
240 volt, 60 amp – 1 circuit	_____ @ \$60.00 =	_____

TOTAL AMOUNT ENCLOSED \$ _____

All fees must be paid and forms returned by June 1, 2018 to:

Lebanon Blues Festival
 Attn: Vendor Coordinator
 711 Holbrook Ave
 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, its 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.

I understand that overloading electrical circuits is prohibited. If I overload a circuit, I will be required to remove an appliance(s) from service e. If Electric Dept Personnel are called for an overloading problem, I understand that I will be billed for service call of \$75.00. By signing below you agree to the Terms & Conditions of this application.

 Name Date