

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



2018 Merchant Vendor Info/Application

Aug 4th, 2018

General Information: we do not accept any promotional type booths. We have limited spaces for Merchant booths and we select those with items to sell that interest our festival attendees. All Merchant booths will be located on Mechanic St and there will be no access to electric.

First Time Vendors: Please submit photos of your products along with your application for consideration.

Booth Space Fees: Non- Food Product 10' x 10' = \$100

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 even if you are a non-food booth.

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

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.
- **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 cannot be played at your booth.
- **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 Merchant 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
Non-Food spaces 10' x 10'	_____ @ \$100.00 =	_____
TOTAL AMOUNT ENCLOSED		\$ _____

All fees must be paid and forms returned by June 1, 2017 to:
 Lebanon Blues Festival
 Attn: Becky Creech Vendor Coordinator
 711 Holbrook Ave
 Lebanon OH 45036

Terms & Conditions: The vendor agrees to 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.

 Name _____
 Date