



2023 FAIRBORN HALLOWEEN FESTIVAL
VENDOR APPLICATION



12th Annual Fairborn Halloween Festival !

Dates/Times:

Friday, Oct. 20th (4pm-11pm), Saturday, Oct. 21st (11am-11pm) & Sunday, Oct. 22nd (Noon-6pm)

BUSINESS INFORMATION: All communications will be directed to your primary contact. Please be thorough.

Legal Name of Business			
Primary Contact	Name:		
	Business Phone:	Email:	
	Cell Phone:		
Legal Address of Business	Street Address:		
	City:	State:	Zip:
Have you participated in Fairborn Halloween Festival before? ___ Yes ___ No			How Many Years? ____

PRODUCTS: Please list products you will be selling.

Products:

ALL SPACES ARE APROXIMATELY 11' x 12'. Special accommodations: Booth Space Location, etc. Please list below.
(Event committee will do the best to accommodate your request, but nothing is guaranteed)

NO LATE ARRIVALS WILL BE PERMITTED NO REFUNDS

TENTS: Tents must be held down with weight equal to **40 pounds per leg.**

Electricity: Cost for Electric is \$10 extra per space. You must provide your own industrial strength extension cord(s) capable of reaching up to 100 feet. Only one 20-amp, 115V GFCI receptacle is available per space. These outlets are designed for lighting only. If you require more power, you will need to bring a portable generator. **IMPORTANT:** Electricity is available from Pleasant Ave. to Grand Ave only. Not all spaces have electricity and is limited to a first come, first serve basis. Please contact us if you have questions.

GENERATORS:

Yes, I will be bringing my own generator. Is your generator a low decibel/quiet generator? Yes No

IMPORTANT: If you are bringing your own generator, it is required to be a low decibel level or quiet generator. If it's a loud generator, you may be asked to leave with no refund.

AVAILABLE SERVICES:

EARLY BIRD PRICING UNTIL JULY 1, 2023

SERVICE	DESCRIPTION	PRICE EACH	QTY	EXTENDED TOTAL
BOOTH SPACE	One (1) 11' x 12' - Chamber Member /Non-Profit	\$125.00		
	One (1) 11' x 12' - Vendor	\$185.00		
	Electric: Electric is for booth lights only	\$10		

SERVICE	DESCRIPTION	PRICE EACH	QTY	EXTENDED TOTAL
FOOD VENDOR	One (1) 11' x 12'	\$210.00		
	Electric: Electric is for booth lights only	\$10		

AFTER JULY 1, 2023

SERVICE	DESCRIPTION	PRICE EACH	QTY	EXTENDED TOTAL
BOOTH SPACE	One (1) 11' x 12' - Chamber Member /Non-Profit	\$175.00		
	One (1) 11' x 12' - Vendor	\$235.00		
	Electric: Electric is for booth lights only	\$10		

SERVICE	DESCRIPTION	PRICE EACH	QTY	EXTENDED TOTAL
FOOD VENDOR	One (1) 11' x 12'	\$260.00		
	Electric: Electric is for booth lights only	\$10		

Measure space carefully, if larger than space you pay for, you will need to reduce to accommodate the given size or forfeit your spot with no refund.

Electricity is for booth lights only. No power strips allowed. If you blow a fuse on the electric plug you are plugged in to, it will not be replaced during the festival. If you need more power, bring your own generator.

Yes, I will be participating in the "Trick or Treat at the booths" on Sunday (You provide your own candy.)

This application with signatures, indemnification agreement signed can be sent by mail, fax or email:

Fairborn Area Chamber of Commerce
12 N. Central Avenue
Fairborn, OH 45324



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937-878-3191
Fax: 937-878-3197
info@fairbornchamber.com

FESTIVAL VENDOR INDEMNIFICATION AGREEMENT
For Fairborn Halloween Festival

(PRINT LEGAL NAME OF YOUR BUSINESS) _____, in conjunction with the Fairborn Halloween Festival, agrees to defend, indemnify, and hold harmless the Fairborn Area Chamber of Commerce, Fairborn Halloween Festival, and the City of Fairborn, Ohio, its officials, employees, and agents, against all actions, suits, causes of action, or demands arising from or flowing from acts or omissions of (PRINT LEGAL NAME OF YOUR BUSINESS) _____, its employees, agents and volunteers and related to the Fairborn Halloween Festival.

This Agreement supersedes any previous indemnification agreement(s), whether written or oral, in connection with this event.

For the above-named VENDOR

Printed Name

Date

Signature

Address (City, State, Zip Code)

For Fairborn Halloween Festival

By _____

By _____

2023 Fairborn Halloween Festival Rules & Regulations

1. APPLICATION

- a. Submission of an application does not imply or guarantee acceptance as a participant. We will respond to you with an approval.
- b. All application fields must be completed. In the event that a field is not relevant, you must enter "N/A" in the field. Applications with blank fields will be deemed incomplete.
- c. Completed and signed applications must be accompanied by the following items.
APPLICATIONS RECEIVED WITHOUT THESE ITEMS WILL BE REJECTED:
 - i. Completed and signed INDEMNIFICATION AGREEMENT
 - ii. Payment for booth rental

No refunds will be given unless all days of the event are canceled due to inclement weather.

- d. **Deadlines:**
 - i. **Early Registration Price - application and required items must be received or post marked by/on July 1, 2023.**
 - ii. **After July 1, 2023 you will be charged the regular vendor space price.**
 - iii. **Final Application deadline will be October 8, 2023. Applications and required items must be received or post-marked by October 8, 2023.**
- e. Submit applications via mail, email, fax, or delivery to:
Fairborn Chamber of Commerce
12 N. Central Avenue
Fairborn, OH 45324
937-878-3191
Email: info@fairbornchamber.com

2. APPLICATION REVIEW AND ACCEPTANCE

- a. While every effort will be made to accommodate all applicants, as well as to place previous participants in historical booth space(s), application approval and booth assignment is made based on the type of offering, appropriateness of items offered, and space and/or services limitations. **Specific booth space is first come, first pay.**
- b. Applications received after the published deadline will be reviewed and accepted (or rejected) based on availability of space and services.
- c. The Fairborn Halloween Festival reserves the right to reject any application for any reason.

d. **NO REFUNDS**

3. **GENERAL**

- a. These Rules & Regulations apply to all vendors at the Fairborn Halloween Festival.
- b. The Fairborn Halloween Festival is a “rain or shine” event and will NOT be rescheduled. **NO REFUNDS**
- c. Festival hours are Friday 4:00pm – 11:00 pm, Saturday 11:00 am – 11:00 pm and Sunday Noon-6pm. All vendors are required to participate during these hours for all three days; failure to do so may result in not being approved to participate in future Festivals.
- d. The Fairborn Halloween Festival reserves the right to require any Exhibitor / Vendor to immediately leave the Festival site with cause, including but not limited to:
 - i. Failing to abide by the published Rules & Regulations
- e. Failing to follow the direction of any entity with jurisdiction over the Festival, including but not limited to the City of Fairborn (i.e. Police, Fire, Electric, Facilities departments) and Greene County (i.e. Health Department).

4. **BOOTH SPACE**

- a. Each space measures 11’ x 12”. Each Vendor may purchase additional space needed. If your trailer AND hitch together are more than 12ft, you will need more space.
- b. Tents must be properly held down with at least 40 lbs. per leg of the tent and secured.
- c. Please note that the ground of the booth space MAY NOT BE LEVEL. Please be prepared.
- d. Subletting booth space is prohibited. Only the approved vendor may occupy and use the assigned space.
- e. While the Festival provides security for non-Festival hours (overnight), these services are provided ‘as is’. You are ultimately responsible for the security of your products and may leave products in your booth during non-Festival hours AT YOUR OWN RISK.

6. **INSURANCE: All food vendors must provide a copy of Proof of Current Insurance and attach it to this application.**

7. **INDEMNIFICATION AGREEMENT: All participating Organizations, Food and Commercial Vendors need to sign an Indemnification Agreement which shows your agreement to hold harmless the City of Fairborn, the Fairborn Halloween Festival and the Fairborn Area Chamber of Commerce.**

8. **HEALTH DEPARTMENT PERMITS & INSPECTIONS: All food vendors must comply with the Greene County Health Department regulations and obtain the necessary certificates. For information and certificates you may contact them at (866) 858-3588.**

9. **FIRE EXTINGUISHERS: All food vendors will be *required* to have a Fire Extinguisher. Each booth shall have or be equipped with an approved fire extinguisher having a**

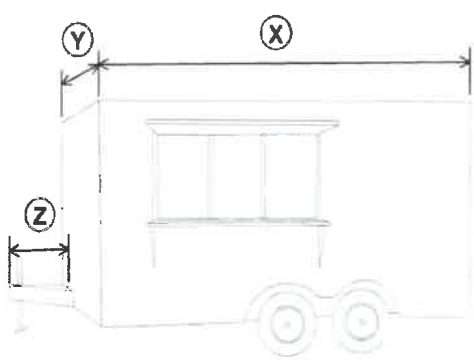
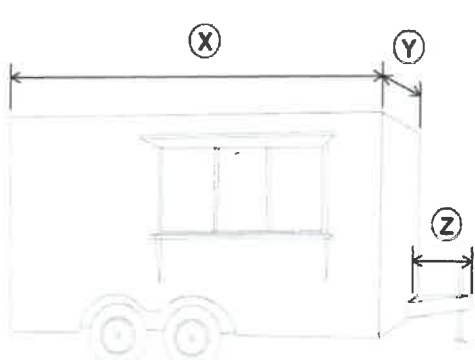
minimum rating of 40-BC. Activation of cooking equipment shall not begin until an approved fire extinguisher is present in the cooking booth. The fire extinguisher shall be displayed in a conspicuous location and readily accessible. The fire extinguisher shall also be fully charged and have been serviced within the last 12 months.

10. **All cooking waste (grease, bones, ash, etc.) must be removed by the vendor.**
11. **All packaging must be removed by the vendor. Please note: packaging (boxes, plastic, etc.) found within festival waste receptacles are grounds for vendor dismissal.**
12. **Water is not provided.**

The site of the Fairborn Halloween Festival is on an active downtown city street and is controlled by the *City of Fairborn*. As patrons for the site, it is our duty to maintain the integrity of the streets to the fullest extent possible. With that in mind, please be aware of the following restrictions:

- a. Please do NOT “camp out” on the street in front of your space. Please unload your products as quickly as possible and move your vehicle to your designated parking area. There is a limited amount of space which can quickly become congested. There will be plenty of time to set up your tent after you have unloaded your products.
- b. The Fairborn Police Department maintains jurisdiction over ALL traffic accessing the public roads and parking sites at ALL TIMES. Please pay attention to Police Department instructions AT ALL TIMES.
- c. If you park in an undesignated area or after the time posted, your automobile will be towed and you will receive a parking ticket. You and you alone will be responsible for any charges relating to this. No Exceptions.

TRAILER INFORMATION:

<input type="checkbox"/> Trailer with Tongue to the Left Removable Tongue: Yes: _____ No: _____ Dimensions: X: _____ ft. Y: _____ ft. Z: _____ ft. 	<input type="checkbox"/> Trailer with Tongue to the Right Removable Tongue: Yes: _____ No: _____ Dimensions: X: _____ ft. Y: _____ ft. Z: _____ ft. 
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We will be serving from the (choose ONE) _____ FRONT _____ SIDE
If you will be using a separate window to take order/money, please provide that information below.

PLEASE CHECK THE BOX OF THE DRAWING THAT REPRESENTS YOUR TRAILER LAYOUT AND PROVIDE ALL DIMENSIONS BELOW. IF X AND Z TOTAL MORE THAN 12FT, YOU REQUIRE MORE SPACE

Use space below for any additional information you feel the festival committee may need:

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Use space below for any additional information you feel the festival committee may need:
