



2019 FAIRBORN HALLOWEEN FESTIVAL  
VENDOR APPLICATION



**8<sup>th</sup> Annual Fairborn Halloween Festival**

**Dates/Times:**

Friday, Oct. 18<sup>th</sup> (4pm-11pm), Saturday, Oct. 19<sup>th</sup> (11am-11pm) & Sunday, Oct. 20<sup>th</sup> (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.

|                  |
|------------------|
| <b>Products:</b> |
|                  |
|                  |
|                  |
|                  |

**ALL SPACES ARE 10' x 10'. Special accommodations: Booth Space Location, ect. Please list below:**

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

**Electricity:** You must provide your own industrial strength extension cord(s) capable of reaching up to 200 feet. Only one 20-amp, 115V GFCI receptacle is available per space. (If you require more electric, you will need to bring a portable generator)

**AVAILABLE SERVICES:**

**EARLY BIRD PRICING UNTIL AUGUST 30, 2019**

| SERVICE     | DESCRIPTION                                    | PRICE EACH | QTY | EXTENDED TOTAL |
|-------------|--|------------|-----|----------------|
| BOOTH SPACE | One (1) 10' x 10' - Chamber Member /Non-Profit | \$100.00   |     |                |
|             | One (1) 10' x 10' - Vendor                     | \$150.00   |     |                |
|             |  |            |     |                |

| SERVICE     | DESCRIPTION       | PRICE EACH | QTY | EXTENDED TOTAL |
|-------------|-------------------|------------|-----|----------------|
| FOOD VENDOR | One (1) 10' x 10' | \$175.00   |     |                |
|             |                   |            |     |                |

**AFTER AUGUST 30, 2019**

| SERVICE     | DESCRIPTION                                    | PRICE EACH | QTY | EXTENDED TOTAL |
|-------------|--|------------|-----|----------------|
| BOOTH SPACE | One (1) 10' x 10' - Chamber Member /Non-Profit | \$150.00   |     |                |
|             | One (1) 10' x 10' - Vendor                     | \$200.00   |     |                |
|             |  |            |     |                |

| SERVICE     | DESCRIPTION       | PRICE EACH | QTY | EXTENDED TOTAL |
|-------------|-------------------|------------|-----|----------------|
| FOOD VENDOR | One (1) 10' x 10' | \$225.00   |     |                |
|             |                   |            |     |                |

**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  
937-878-3191  
Fax: 937-878-3197  
[tonya@fairbornchamber.com](mailto:tonya@fairbornchamber.com)



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**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** \_\_\_\_\_

## 2019 Fairborn Halloween Festival Rules & Regulations

### 1. APPLICATION

- a. Submission of an application does not imply or guarantee acceptance as a participant.
- 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 August 30, 2019**
  - ii. **After August 30, 2019 you will be charged the regular vendor space price.**
  - iii. **Final Application deadline will be October 11, 2019. Applications and required items must be received or post-marked by October 11, 2019.**
- e. Submit applications via mail, email, fax or delivery to:

**Fairborn Area Chamber of  
Commerce  
12 N. Central Avenue  
Fairborn, OH 45324  
937-878-3191  
Fax: 937-878-3197  
Email: [tonya@fairbornchamber.com](mailto:tonya@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.
- 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.

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.
- 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
  - ii. 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 10’ x 10”. Each Vendor may purchase additional space needed.
- 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. **Water is not provided.**

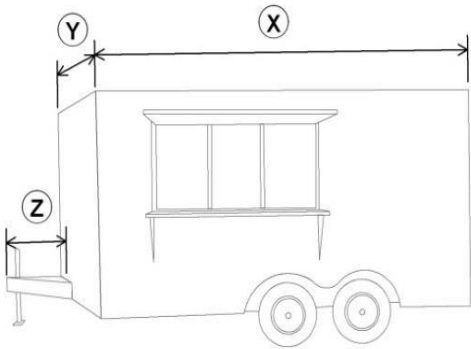
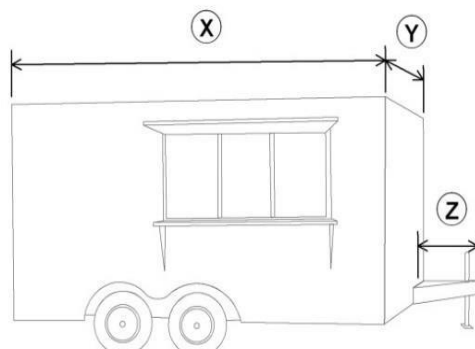
**The site of the Fairborn Halloween Festival is on an active downtown city street and is controlled by the *City of Fairborn*. As patrons for the site, it is our duty to maintain the integrity of the streets to the fullest extent possible. With that in mind, please be aware of the following restrictions:**

- 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 and 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.

**TRAILER INFORMATION:**

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.

**PLEASE CHECK THE BOX OF THE DRAWING THAT REPRESENTS YOUR TRAILER LAYOUT AND PROVIDE ALL DIMENSIONS BELOW.**

| <input type="checkbox"/> Trailer with Tongue to the Left  | <input type="checkbox"/> Trailer with Tongue to the Right  |
|---|--|
| <p>Removable Tongue:<br/>Yes: _____<br/>No: _____</p> <p>Dimensions:<br/>X: _____ ft.<br/>Y: _____ ft.<br/>Z: _____ ft.</p>  | <p>Removable Tongue:<br/>Yes: _____<br/>No: _____</p> <p>Dimensions:<br/>X: _____ ft.<br/>Y: _____ ft.<br/>Z: _____ ft.</p>  |

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

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