

Dear Vendor:

Summer is just around the corner as Lodi Sweet Corn Festival prepares for its 37th annual community festival. If you, your organization or business participated in last year's festival, you know what an opportunity the festival provides for those entrepreneurs interested in promoting a service or selling of product.

Again this year, the festival will start Thursday, July 19 at 4:00 P.M. for all events and vendors! Set-up for the festival will begin at 9:00 A.M.- 5:00 P.M. Wednesday July 18 and 9:00 A.M. - 3:00 P.M. Thursday July 19. All vehicles MUST be off the field by 3pm.

As always, the festival organization is ready and willing to assist in answering any questions you may have regarding your participation in the festivities.

Finally, as you review the attached booth space application, we would like to highlight several important items:

- \* A complete booth space application includes the following:
  1. Signed booth space application (see Lodi Sweet Corn Guidelines).
  2. Check covering booth space fee plus additional fees, if applicable.  
**Please make checks payable to: Lodi Sweet Corn Festival**
  3. Certificate of Insurance: (see Lodi Sweet Corn Guidelines, item #3).
  4. Photo of your booth display (if possible).
- \* Lodi Sweet Corn Festival has sole authority over booth placement. Booth space assignments will be based on the following: local vendor preference, receipt of completed application and fee, space availability, nature of product, electrical needs and general grouping of vendors.
- \* State & local sales tax forms will be sent with your confirmation letter.
- \* Food vendors are required to follow all Medina County Health Department rules, including on-site mechanical refrigeration units. Coolers filled with ice do not qualify.
- \* Your application must be postmarked by June 1, 2018.
- \* Confirmation calls will be made no later than July 1, 2018.

We look forward to seeing you at the 2018 – 37th Anniversary of Lodi Sweet Corn Festival.

Sincerely

Lodi Sweet Corn Festival Committee

## **Lodi Sweet Corn Festival Outdoor Vendor Space Guidelines**

**Please read this application carefully and** answer every question completely. **Your signature is required on the bottom of the first page of the application form.** Application deadline is June 1, 2018. **After applications are accepted, there are no refunds.**

### **Item #1 - Corn Festival Operation Times**

The Lodi Sweet Corn Festival will be held on Thursday, July 19, (5:00 PM - 10:00 PM), Friday, July 20 (5:00 PM - 10:00 PM), and Saturday, July 22, (1:00 PM - 11:00 PM). If your application is approved, instruction regarding set-up will be mailed to you. No early dismissals.

No vehicles will be allowed in or out of the festival area during the hours listed above.

Breakdown on Saturday will begin at 11:30PM, vendor are not permitted to tear down early! Vendors must be completely out of their areas by 2:00 PM on Sunday.

### **Item #2 - Vendor Spaces**

Vendor spaces are 10 x 10, 10 x 20 or 20 x 20. Fixtures, tables, chairs, product, signage, and all other items must be contained within your allotted space. Vendors who are not in compliance will be required to make modifications, at the discretion of the Lodi Sweet Corn Festival Committee. Vendors who are unwilling to comply will be removed from the festival without a booth space refund. Nothing is provided except electric hook up and the space itself. Booth spaces may not be sold, reserved or assigned by anyone but Lodi Sweet Corn Festival Committee. Lodi Sweet Corn Festival Committee will make every effort to place booths in compatible fashion; however, festival committee cannot guarantee that your booth will be grouped with compatible vendors.

### **Item #3 - Certificate of Insurance**

This vendor space application will not be complete without a Certificate of Insurance **with a** minimum of \$500,000.00 in Comprehensive General Liability and \$100,000.00 in Worker's Compensation per accident and disease, and naming **Lodi Sweet Corn Festival and the Village of Lodi** as additional insured for three (3) days, July 19-21, 2018. Certificate shall include premises, operations and product liability. Please call with questions on insurance. Crafters and Direct Sales please contact the festival committee with questions.

### **Item #4 - Set-up**

Set-up for the festival will begin at 9:00 A.M. - 5:00 P.M. Wednesday July 18 and 9:00 A.M. - 3:00 P.M. Thursday July 19. Booths may not be erected in any manner that will cause damage.

### **Item #5 - Electricity and Outlets**

Electricity will be available in limited amounts. Only appliances with "three pronged" plugs will be allowed - **NO ADAPTERS** will be allowed. If you require electricity, you will need to provide your own 12 gauge/3 wire 100' extension cord. Electrical inspector will be on-site to check electrical hook-ups and to remove any potentially dangerous situations. No gasoline generators will be allowed. (Any additional electric requirements

other than what was requested on the application will be charged to you directly and paid in full before you will be able to open for business)

Items #6 - Waste Disposal

Waste disposal will be available and all vendors are responsible for cleaning their own sites.

Item #7 - Sales Tax

You are responsible to collect and report.

Item #8 - Governed by Ohio Law

This agreement shall be governed as to performance and interpretation with the laws of the Village of Lodi, Medina County and the State of Ohio.

Item #9 - Vendor Property

Lodi Sweet Corn Festival is not responsible for damaged or stolen property in your area while you are participating at this festival.

Item #10 - Lodi Sweet Corn Festival Rights and Restrictions

All activities performed and products sold at this festival are subject to the approval of Lodi Sweet Corn Festival Committee. Lodi Sweet Corn Festival Committee reserves the right to restrict any questionable products or services. Space is limited applications will be accepted as first come first serve.

Item #11 - Cancellation

The Lodi Sweet Corn Festival **will take place, rain or shine! No refunds will be made.**

Item #12 - Discounts

If you are member of the Lodi Area Chamber of Commerce you may qualify for a one booth space discount. Lodi Area Chamber of Commerce businesses that are in good standing at the time of the festival will qualify for a discount of 10% off one booth space fee. The discount only applies to those businesses that are participating in the three day festival.

Item #13 - Employees/Volunteers

You are responsible for your worker's actions.

Item #14 - Restrictions

**NO open burning is permitted on the Festival Grounds.**

