

2020
CROOKSVILLE – ROSEVILLE POTTERY FESTIVAL
Crooksville Village Park
CONCESSIONS AGREEMENT

Please read, sign and return this sheet with your payment.

*Concession Spaces are reserved on a First Come, First Serve basis with consideration given to Returning Vendors, who return their contracts by **OCTOBER 31, 2019.**

Name of Business/Organization _____

Owner/Contact Person _____

Address _____

Phone _____ Email _____

Additional contact person _____ Phone _____

Email _____

Display type: Trailer Truck Tent Other, explain _____

Size and Orientation of Display: Be sure to include awnings, bumpers, hitches and room for outside coolers, tables, signs, etc. Length: _____ Width: _____



Please mark all serving window(s) plus the **LENGTH** and **WIDTH** of the trailer including any non-removable hitch. Include the open wings and/or awnings. Units NOT price per foot.

-----Midway-----

Request Electric Yes _____ No _____ 110v _____ 220v _____ Amps _____

REGISTER NOW TO SECURE YOUR SPACE. \$50 Deposit Required

BALANCE DUE NO LATER THAN MARCH 1, 2020 TO RETAIN YOUR SPACE.

\$150.00 per space plus \$50.00 clean up deposit (see Item #10 of Concessions Space Agreement)

\$50.00 due NOW • Balance due March 1, 2020 • \$50 Clean Up Deposit due at Set Up.

Amount Enclosed \$ _____

Balance Due \$ _____ (Payment due in full by March 1, 2020)

Checks payable to: The Crooksville – Roseville Pottery Festival.

NO SPACES WILL BE RESERVED WITHOUT A SIGNED VENDOR CONTRACT

ITEMS TO BE OFFERED:

Indicate exact and ALL menu food item request(s) above. All items are subject to Committee approval. Only items listed and approved will be permitted. Our goal is to offer a variety of foods to the public. Food Vendors will be allowed if not in conflict with other food vendors, as approved by The Crooksville Roseville Pottery Festival Committee. The Crooksville Roseville Pottery Festival Committee reserves the right to deny any vendor from selling a duplicate food requested by, and approved for, another vendor. Bottled water and soft drinks are allowed by all food vendors (no alcoholic beverages may be sold by any vendor).

To assure your items are allowed submit contract ASAP.*

WAIVER OF LIABILITY

I hereby make application for Concessions Space at the 2020 Crooksville – Roseville Pottery Festival. In signing this application, I agree to abide by all the rules and regulations previously set forth. I assume all risks associated with this event and shall hold harmless the Crooksville – Roseville Pottery Festival, The Village of Crooksville, sponsors of the event and their respective employees, directors, officers, agents, volunteers and other persons acting on their behalf from and against any and all claims, actions, suits, causes of action or demands which arise while on the grounds of The Crooksville Village Park for purpose of holding a vendor spot for the 2020 Crooksville – Roseville Pottery Festival. I specifically acknowledge that The Crooksville – Roseville Pottery Festival provides no insurance and accepts no responsibility for any such loss whether the said loss is by accident, act of God or intentional act of destruction.

Vendors must provide a valid certificate of Liability Insurance, naming **The Crooksville-Roseville Pottery Festival** as an additional insured. **VENDORS WILL NOT BE ASSIGNED SPACE UNTIL VALID INSURANCE CERTIFICATE IS RECEIVED.** *Your certificate should extend coverage inclusive of the entire event (July 16-18). Failure to provide a Certificate of Liability Insurance may delay acceptance of your application.*

Signing this form indicates that you agree to the terms on both pages of this form as well as all terms on the “Concessions Space Agreement” sheet.

Vendor Printed Name	Vendor Signature	Date
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Once we receive and approve your request, a signed copy will be mailed to you along with a receipt for your payment, showing any balance due. If modifications of your items list is needed, you will be notified in writing. A signed copy of Agreement of Modifications must be received by The Crooksville-Roseville Pottery Committee before set-up. If for some reason, we do not approve your request your payment will be returned to you.

Make checks payable to: The Crooksville - Roseville Pottery Festival.
There will be a \$30 fee for returned checks.

Mail signed contract along with payment to:
Lisa Osborn
Vendor Committee
Crooksville – Roseville Pottery Festival
P.O. Box 145
Crooksville, OH 43731

For more info contact:

Lisa Osborn
740-279-0839
lkosborn0305@gmail.com

Like Us on Facebook: The Crooksville-Roseville Pottery Festival
Visit our webpage: potteryfestival.org

-----DO NOT WRITE BELOW THIS LINE-----

Vendor Accepted by _____ Crooksville-Roseville Pottery Festival Rep	Date
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_____ without modifications
_____ with modifications (list enclosed)

Agreement of Modifications enclosed. Copy must be signed and returned ASAP
You will not be permitted to set up without the signed Agreement, if ‘with modifications’ is marked above.

**Crooksville - Roseville Pottery Festival
Concessions Space Agreement
Crooksville Village Park**

1. **FESTIVAL HOURS** are Thursday (July 16, 2020): 1:00pm - 10:00pm, Friday (July 17) & Saturday (July 18): 10:00am - 10:00pm
*******ALL FEES MUST BE PAID BEFORE SET UP WILL BE ALLOWED!*******
FOOD VENDOR SET UP IS WEDNESDAY 4:30pm - 8:30pm We prefer all food vendors set up during these hours, however if you are unable to arrive during these hours, please contact us so different arrangements can be made. You will be notified as early as possible to any change to Set-Up times. Vendor Spaces should be prepared and ready for the public 15 minutes prior to opening each day.
2. **The rental is for ground space only.** Vendors must provide EVERYTHING they need to sell their items.
3. **NO VEHICLES** are permitted to drive on Festival Grounds Thursday, 12:30pm – 10:15pm or Friday and Saturday 9:30am – 10:15pm. **For the safety of all, this will be strictly enforced.**
4. **Only items listed are to be offered and sold** at this Festival by you. Items added after contract submission will need to receive approval of The Crooksville - Roseville Pottery Festival Committee (herein, known as The Committee). A written request of additional items must be made and approved no later than July 1, 2019. With submission of your contract, your list will be evaluated by The Committee. You will be notified of approval, denial or modifications needing made.
5. **ITEMS NOT ALLOWED:** Fireworks or any item related to fireworks (smoke bombs, jumping jacks, snaps, snakes, sparklers, firecrackers, etc.) X-rated items, toy guns, knives or weapons of any kind. No alcoholic beverages may be sold by any vendor.
6. The Committee may accept or reject any products and services offered. If you do not remove items we ask you to, you will be required to pack up and leave the premises. No refunds will be made if this shall happen.
7. Sub-letting or sharing of vendor space is not permitted. ALL participates must have The Committee's approval before Set-Up.
8. Flyers, samples, promotions, etc. must be limited to your own space. You may not pass anything out anywhere else.
9. No vendor space is to be left unattended for any reason during main Festival hours.
10. Participants are required to hold the vendor space open for the entire Festival. Exception may be given to Nonprofit organizations. Opening late or closing early may result in not being invited to participate in future Crooksville–Roseville Pottery Festival or any events of The Committee. All things associated with your space must be out of the Crooksville Village Park no later than Noon, Sunday, July 19, unless other arrangements have been made. **When you leave, your space must be clear of trash, debris, equipment and left as you found it, or better than you found it. There will be a dumpster on site for anything not fitting in cans. If we have to clean up your mess, you will forfeit the \$50 clean up deposit.**
11. **This is an OUTDOOR Festival - COME PREPARED.** No fees returned due to weather conditions. Vendors should take precautions to protect your vendor space, tent and items in and associated with your space from weather, crowds and accidents. Vendors are responsible for any damage to the Crooksville Village Park and adjacent vendor spaces if your tent/covers/items are blown out of your space. It is suggested that you use weights of at least 20lbs each on the corners of your tent/shelter. If bad weather occurs, please check and clean up your space area immediately. The Committee is NOT responsible for: any damage and/or accidents caused by Vendors' tents/covers, any item(s) therein, or clean-up of your space. Vendors must dispose of grease, gray water
12. **REFUNDS/CANCELLATION:**
Cancellation by Vendor: If the Vendor finds it necessary to cancel a minimum of sixty (60) days before the event, payment will be refunded in full. When notification of a Vendor's cancellation is received less than sixty (60) days before the event, payment will only be refunded if the Committee is able to re-let the space.
Cancellation by The Committee: If, as a result of circumstances beyond our control The Committee cancels the event, payment(s) from the Vendor will be refunded 1/3 for each day of the cancellation, subject to a deduction for any costs which have been incurred as a result of special requirements. Compensation will be payable by The Committee. Such refunds form the full extent of The Committee obligation to Vendor and no compensation will be payable by The Committee for any loss which the Vendor may suffer as a result of the cancellation. **NO REFUNDS WILL BE MADE BECAUSE OF POOR WEATHER IF THE EVENT IS HELD.**
13. **LICENSES** - Participants are responsible to meet Village of Crooksville, Perry County & State of Ohio licensing laws & codes. A Temporary Food Service Permit is required. A Mobile Food Service Permit may also be acceptable, however, it must be current, valid and you MUST contact the Perry County Health Department to discuss this. All vendors must display their permit in their booth and will be inspected by the health dept. prior to serving food.
14. **INSURANCE** -- Vendors are expected to carry their own insurance coverage to protect their merchandise and persons from damage, loss, or theft incurred while participating in the Crooksville – Roseville Pottery Festival. Vendors must provide a valid certificate of Liability Insurance, **naming The Crooksville-Roseville Pottery Festival as an additional insured.** VENDORS WILL **NOT** BE ASSIGNED SPACE UNTIL VALID INSURANCE CERTIFICATE IS RECEIVED. *Your certificate should extend coverage inclusive of the entire event (July 16-18).*
15. **FOOD VENDORS** - All wastewater, grease, and trash must be disposed of in a proper manner and in proper containers. Road, pathways, and common shared areas shall be clear and unobstructed. Workers will be properly dressed, will not use objectionable language, and will maintain their area in a proper manner. License and permits will be displayed as required by regulations. Vendors will abide by all rules and regulations as required by the Committee. Any violation will result in cancellation of this agreement and vendor will close or vacate the festival area.
16. Policies, rules and fee schedules are subject to change without notice.

Mail signed contract along with payment to:
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Vendor Committee
Crooksville – Roseville Pottery Festival
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