



## Vendor Rules / Cancellation Policy

1. All vendors wishing to participate in the Greenfield Music Festival must return the respective application to the Greenfield Music Festival Committee no later than May 5 (approx. one month prior to festival open). All applications will be reviewed and all decisions will be made within 2 weeks. Return to us in your application a check for the 50% deposit payable to the Greenfield Music Festival, a photos of your trailer/booth, food vendors please send a full menu with prices. If you have any questions please reference the contact information at the bottom of this form between 9:00 am and 4:00 pm Monday – Friday.
2. **FESTIVAL HOURS OF OPERATION:** Vendors must be open to serve customers from 4-11 PM on Friday, 12-11 PM on Saturday and 12-6 PM on Sunday. Additional hours are permitted by choice of individual vendors. Closing early or opening late is not permitted unless written permission has been granted by the Festival Chairman.
3. **SET UP:** Set-up will be on Thursday 4pm-9pm. Location to be assigned by the Festival Vendor Committee. A committee member will be on the grounds during set-up to direct you to your proper location. All stands must be open by 4:00 pm on Friday of the Festival.
4. **LOAD OUT:** All stands & units must be removed from the Festival Grounds by 11pm on Sunday. Absolutely NO early pull outs will be permitted. Vendors must clean rental space area. Vendors who pull out early will not be allowed to return for 2 years.
5. **INSPECTIONS & ORDERS:** You must comply with the Paint Creek Joint EMS & Fire District Inspections, the Greenfield Police Department Orders, and the Highland County Health Department Standards. They will be inspecting all stands. Failure to pass inspection will result in removal from festival.
6. **SECURITY:** While the Greenfield Music Festival does have security onsite the vendor is responsible for the security of their own property and equipment at all times. The Festival assumes no responsibility for loss, theft or damage to vendor's property.
7. **LICENSES:** All licenses & permits required by the Ohio Dept. of Agriculture and/or Highland County Health Dept. are the sole responsibility of the concession/vendor. All laws & regulations issued by those agencies must be obeyed.
8. **TAXES:** Vendors will be responsible for registering with the State of Ohio Department of Taxation and paying all applicable sales tax.
9. **SANITATION:** Vendors must maintain their spaces in a clean and sanitary condition. Each vendor is responsible for bringing trash bags and keeping their area free of any debris. Vendors must bag all waste throughout the course of the festival and event support staff will be responsible for ensuring that any trash is properly removed and disposed of.
10. **CONDUCT:** The Greenfield Music Festival expects vendors and their staff to conduct themselves in a manner that contributes to creating a positive experience for our customers. This includes (but is not limited to): not idling your engine, not playing loud music, refraining from smoking in front of the public. Vendor staff should help maintain a welcoming experience. Common courtesy and respect are essential to the success of the Greenfield Music Festival. Management expects vendors to be honest and to conduct themselves in a courteous and friendly manner with other vendors, staff and guests.

### CANCELATION POLICY

- Cancellations that occur 121 days or more prior to the set up date will receive a credit for booth rent paid minus a \$25 nonrefundable portion.
- Cancellations that occur 91 to 120 days prior to the set up date must pay 25% of the full booth rent.
- Cancellations that occur 61 to 90 days prior to the set up date must pay 50% of the full booth rent.
- Cancellations that occur less than 60 days prior to the set up date must pay the booth rent in full.

\* The Greenfield Music Festival will issue all refund in the form of a check made out to the vendors business name.