

Lebanon Blues Festival
Attn: Vendor Coordinator
PO Box 778
Lebanon, OH 45036



2024 Food Vendor Info/Application

Friday August 2 – Saturday August 3, 2024

General Information: The vendor area of the festival is on Mulberry Street between Broadway and Cherry Streets. This is a downtown, outdoor festival. We are unable to guarantee any specific space. Space will be assigned based on vendor needs, electric set up, and availability. All food and beverage prices need to be prominently posted.

First Time Vendor: If you have not participated in the Lebanon Blues Festival in the past or have changed your set-up, please submit photos of your booth setup/products along with your application for consideration.

| Booth Space Fees: | <u>Friday and Saturday</u> | <u>Saturday Only</u> |
|---------------------------|----------------------------|----------------------|
| Food Product Vendor 10x10 | \$210 | \$150 |
| Food Product Vendor 10x20 | \$350 | \$250 |
| Food Product Vendor 10x30 | \$490 | \$350 |

When planning your space size need, please be sure to plan for preparation areas and access to your supplies. The space assigned will not have extra footage available.

Procedure for Electric Service for Festival Booths: Determine your electric needs by using the following guidelines. The festival closes at 10pm on Friday and 11pm on Saturday. You will need lights at night.

- 120 volt, 20 amp circuit(s) – **maximum of two 20-amp circuits provided per vendor**
- 240 volt, 50 amp circuit(s) – **please note that locations and allotments for 240 volt service are limited to specified sites. Users of 240-volt service must supply a 50 amp NEMA 14-50p plug with a sufficient amount of UL listed cable rated for service required.**

Charges for electric service must be paid with the application fees prior to the festival.

Fire Extinguishers: The Lebanon Division of Fire requires all booths to have a five pound ABC fire extinguisher. The Lebanon Fire Department **WILL CHECK** each booth.

Generators: Only quiet generators are permitted at this festival.

Food Permits: All food vendors must obtain a Warren County Health Department Festival Food Permit. Their contact information is: 513-695-1220 or www.co.warren.oh.us. Please obtain permit by July 15. They each **WILL CHECK** booth for the permit at the festival.

Insurance: All vendors are required to carry their own liability insurance for operation of their booth space. **Please provide a copy of liability certificate for Lebanon Blues Festival with your application.**

License: In consideration of the price paid for vending, The Lebanon Blues Festival grants to the holder a revocable license to vend at The Lebanon Blues Festival. Licensee agrees to abide by all rules governing The Lebanon Blues Festival and acknowledges that the license granted hereby may be revoked without refund for violation of said rules. Scheduled festival events will proceed regardless of weather conditions.

Concession Trailers: These trailers are on a restricted basis and require prior approval from The Lebanon Blues Festival. Please submit a photo and the length of your unit including the tongue and any additional space needed.

Refunds: Refunds for space will be made only if the Lebanon Blues Festival is notified in writing 30 days prior to the event and we are able to rent to another vendor. The Blues Festival reserves the right to determine if the vendor will receive a refund. The Lebanon Blues Festival shall issue no refunds on account of inclement weather.

Set Up and Tear Down: The official festival hours are Friday Night 5:00 pm to 10:00 pm Saturday 11:00 am to 11:00 pm.

- **Set Up:** Must be completed prior to the opening of the festival.
 - **For Friday:** You will be assigned a set up time between 2pm and 4:30pm prior to the event. This is a change from prior years to better control traffic during set up. Your booth can remain set up over night for the Saturday festival hours. We will have security on site. If you are not setup by 4:30 pm, you will not be permitted access to your booth space. NO refund will be given.
 - **For Saturday;** vendors only: No early pull in on Friday night, you have to be selling on Friday to be given early access. You may begin setting up after 7:00 am, if you have not arrived by 10:30 am, you will not be permitted access to your booth space, NO refund will be given.
- **Location:** You will be e-mailed a letter prior to the festival with your booth number and location listed on it. There will be tape with each booth name on the curb where your booth is located. If you cannot find your space, the information booth is located at the corner of Mulberry and Mechanic. This is a downtown, outdoor festival. We are unable to guarantee any specific space. Space will be assigned based on vendor needs, electric set up, and availability
- **Parking:** You must move your vehicle from the festival area as soon as you have unloaded. You must find a parking spot outside the festival area. There are locations behind the City Building and on side streets. All vehicles must be outside of the festival area by 10:30am.
 - No vehicles will be allowed to park along Mechanic Street
- **Tents:** You must supply your own tent, canopy, tables, and chairs. The festival is in the direct sun so consider this carefully. If you are using any open grills, fryers, etc. that will be directly on the pavement, you must completely cover your booth floor area with black roofing paper. This will be strictly enforced and you will not be able to open your booth if you are not in compliance.
- **Lighting:** All vendors need to supply your own lighting for your vending area. The festival runs until 10:00pm on Friday and 11:00pm on Saturday. Plan to bring extension cord up to 50 feet.
- **Music:** Since this is a music festival, the only music permitted is from the live bands and the car show personnel. Music cannot be played at your booth.
- **Grease and Gray Water:** There is not a location to dispose of this at the festival. Please take this out with you. Please do not dump gray water in the streets.
- **Tear Down:** You may begin tearing down your space at 11:00pm when the festival is over. Vehicles are not permitted in the festival area until the last band has finished their set and the crowd has dispersed. If you want to tear down your space prior to this time, you may do so but you must carry everything to your vehicle outside the festival area for safety reasons.

Approval Process: All applications are reviewed by the Lebanon Blues Festival Committee. You will be notified of approval/denial within 14 days of receipt. Your booth number and map will be emailed to you by July 10, 2024.

Lebanon Blues Festival – August 2-3, 2024 2024 Food Vendor Application – Please Print

Name of Vendor Business: _____

Contact Name: _____

Email Address: _____

Phone Number: _____

Mailing Address: _____

City, State, Zip: _____

Type of food or product you will be selling: _____

| COST FOR BOOTH: | # OF UNITS | | TOTAL COST |
|-------------------------------------|------------|------------|-----------------|
| <u>Friday & Saturday</u> | | | |
| Food Spaces 10'x10' | _____ | @ \$210.00 | _____ |
| Food Spaces 10'x20' | _____ | @ \$350.00 | _____ |
| Food Spaces 10'x30' | _____ | @ \$490.00 | _____ |
| <u>Saturday Only</u> | | | |
| Food Spaces 10'x10' | _____ | @ \$150.00 | _____ |
| Food Spaces 10'x20' | _____ | @ \$250.00 | _____ |
| Food Spaces 10'x30' | _____ | @ \$350.00 | _____ |
| COST FOR ELECTRIC | | | |
| 120 Volt, 20 amp – 1 circuit | _____ | @ \$50.00 | _____ |
| 120 volt, 20 amp – 2 circuits | _____ | @ \$60.00 | _____ |
| 240 volt, 60 amp – 1 circuit | _____ | @ \$75.00 | _____ |
| TOTAL AMOUNT ENCLOSED | | | \$ _____ |

All fees must be paid and forms returned by June 1, 2023 to:
 Lebanon Blues Festival
 Attn: Vendor Coordinator
 711 Holbrook Avenue
 Lebanon, OH 45036

Terms & Conditions: The vendor agrees to obtain and comply with all safety regulations required by the City of Lebanon, Warren County, and the State of Ohio. The vendor further agrees to hold harmless the Lebanon Optimist Club, its board of directors, Blues Festival Committee, Volunteers, and the City of Lebanon against any and all loss, damage, destruction of property including but not limited to injury, death or other casualty of persons resulting directly or indirectly that may arise from the operation of a vendor booth during the Lebanon Blues Festival.

I understand that overloading electrical circuits is prohibited. If I overload a circuit, I will be required to remove an appliance(s) from service. If Electric Department Personnel are called for an overloading problem, I understand that I will be billed for service call of \$75.00. By signing below you agree to the Terms & Conditions of this application.

Vendor Name

Date