

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



## 2025 Food Vendor Info/Application

Friday August 1 – Saturday August 2, 2025

**General Information:** The food vendor area of our festival is 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 vendors **MUST** have food or beverages for sale in your rented space. The Lebanon Optimist Blues Festival will not sell vacant space in front of your brick and mortar establishment. Space between vendors will be maintained to allow access to sidewalks and brick and mortar establishments.

### **All Vendor Applications Must Include:**

- Photo of your set-up (tent, food truck, signage)
- Complete menu of all foods you will be selling
- Price List of All Menu Items
- Food Trucks must include dimensions (including tongue). We do not permit generators. You must purchase enough space to accommodate your ENTIRE rig including tongue.
- Copy of your liability insurance policy (See Insurance paragraph below)

### **Booth Space Fees:**

Food Product Vendor 10x15	\$210
Food Product Vendor 10x20	\$350
Food Product Vendor 10x30	\$490

**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. **You may not extend into the empty space we allot between booths for sidewalk access.****

**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:** Generators are not permitted due to sound conflict with the music.

**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](http://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 Optimist Blues Festival with your application.**

**Signage:** All signs must be contained to your assigned rented space. According to City of Lebanon Sign ordinances, "Signs are prohibited from being placed in any public right-of-way as well as on any curb, lamp post, utility pole, hydrant, bridge, public drinking fountain, public trash container, benches, public building, tree, public sidewalk, street, or sign." If you do not comply with the city ordinance, your sign may be removed. **All prices must be prominently displayed at the point of sale.**

**License:** In consideration of the price paid for vending, The Lebanon Optimist Blues Festival grants to the holder a revocable license to vend at The Lebanon Optimist Blues Festival. Licensee agrees to abide by all rules governing The Lebanon Optimist 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.

**Refunds:** Refunds for space will be made only if the Lebanon Optimist Blues Festival is notified in writing 30 days prior to the event and we are able to rent to another vendor. The Lebanon Optimist Blues Festival reserves the right to determine if the vendor will receive a refund. The Lebanon Optimist 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.
  - **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.
- **Under No Circumstances are you permitted to move or interfere with City of Lebanon barriers or equipment. Any vendor who moves or interferes with city-owned property will not be permitted to return to the Lebanon Optimist Blues Festival.**
- **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 identifying your space. 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.

We make every effort to limit the number of vendors selling like menu items and to separate similar vendors from each other. **It is imperative we have a copy of your entire menu so that we can properly place vendors to maximize opportunities for everyone's success.**

- **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 an extension cord up to 50 feet and tar paper to cover any cords that may be in the walkway, street, or sidewalk.
- **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 Saturday 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 the safety of all.

**Approval Process:** All applications are reviewed by the Lebanon Optimist Blues Festival Committee. You will be notified of approval/denial within 30 days of receipt. Your booth number and map will be emailed to you by July 10, 2025.

**Approval/ Denial is at the sole discretion of the Lebanon Optimist Blues Festival. We reserve the right to limit the number and types of food vendors as well as the location assignments. Applications will be processed in the order they are received.**

