 COLUMBIA HOMECOMING FESTIVAL

 BOOTH SPACE CONTRACT June 25, 26 & 27, 2020

 Columbia Township Park 25540 Royalton Rd., Columbia Station, Ohio 44028

**The Columbia Homecoming Festivities are sponsored and managed by the Columbia Chamber of Commerce. Visit the Chamber of Commerce on our website at** [**www.columbiahomecoming.com**](http://www.columbiastation.com)All concessions will be located at the Columbia Township Park located on Rt. 82 and West River Rd. in Columbia Station, Ohio 44028.

**Monday, June 22, 2020 thru Wednesday, June 24, 2020** from 9:00 a.m. to 8:00 p.m. - Booth Set up

**Thursday, June 25, 2020**- Deadline for Set-up 3:00 p.m. All vendors are expected to be set up and in place by 3 p.m. and for the entire event (all days).

**Thursday, June 25, 2020** from 5:00 p.m. - 10:00 p.m. - Festival Hours of Operations (Parade will be at 7 p.m.)

**Friday June 26, 2020** from 5:00 p.m. - 11:00 p.m. - Festival Hours of Operations

**Saturday June 27, 2020** from 12:00 p.m. - 11:00 p.m. - Festival Hours of Operations (Fireworks will be at 10:15 p.m.)

**Sunday June 28, 2020** Rain date, if needed.

1. The Columbia Chamber of Commerce reserves the right to make and change reasonable rules and regulations regarding use and occupancy of booth space.  The signing of the contract identifies that you have agreed to abide by such rules and regulations.  Failure to abide by the agreed upon rules and regulations shall be cause for the cancellation of this agreement and shall result in forfeiture of all fees or considerations paid by the space renter.
2. Vendors who participated in 2020 Homecoming Festival have first consideration. However, returning vendors must submit their application and all fees must be **PAID IN FULL BY May 30, 2020.** If returning vendor does not pay their fees by May 30, 2020, be aware that you will be surrendering your spot at the festival. Returning vendors must have any changes to original setup provided in previous years reviewed and approved by the Concession Director prior to 5/30/20.
3. The Concession Director must approve new vendors and all equipment to be used by vendor prior to submitting their application. New vendors must submit applications and be **PAID IN FULL by May 30, 2020.** NOTE: Submission of application for booth does not secure acceptance or placement of booth.
4. All products and/or services offered for sale during this festival must be the same products and/or services approved during the selection process. No Vendor may offer entertainment at their booth without prior approval. The Columbia Chamber of Commerce will dispose of any equipment not removed by June 28, 2020. All vendor product prices must be visible to the public at all times.  All prices will remain the same during the entire event.
5. The Columbia Chamber of Commerce reserves the right to make and change reasonable rules and regulations regarding use and occupancy of booth space.  The signing of the contract identifies that you have agreed to abide by such rules and regulations.  Failure to abide by the agreed upon rules and regulations shall be cause for the cancellation of this agreement and shall result in forfeiture of all fees or considerations paid by the space renter. **The Columbia Chamber of Commerce reserves the right to reject any application.**
6. All fees are non-refundable. No post-dated checks will be accepted. There is a $50.00 charge on all returned checks. Request for refund must be received in writing on or before May 30, 2020. All vendors will mail fees made payable to Columbia Chamber of Commerce and completed application packet forms to: Nikki Puckett, PO Box 400, Columbia Station, Ohio 44028**,**  Phone 440-748-2183 - Fax 440-236-8681.
7. All tents must be securely staked at all times and must be of sound construction for such an event. Concession Director will give final approval of tents. Unacceptable structures will NOT be allowed and vendor will be required to remove.
8. No Alcoholic beverages can be sold, or given away by vendors for public consumption. Columbia Park is an alcohol free park. All vendors are required to follow this ordinance or they will be asked to leave the event and not be permitted to participate in the future as a vendor. Unruly behavior (including intoxication, verbal abuse, or threatening behaviors) will not be tolerated and are cause for immediate removal from the grounds.
9. All vendors shall provide automobile liability insurance with a combined single limit for bodily injury and property damage of One Million Dollars ($1,000,000.) or its equivalent. All vendors shall provide general liability insurance, including products and completed operations with limits of not less than One Million Dollars ($1,000,000.) per occurrence and Two Million Dollars ($2,000,000.) aggregate limit per policy period. All vendors shall provide a certificate of insurance and an Insurance Services Office (ISO) form CG 2010, or its equivalent, naming the Columbia Chamber of Commerce, its officers, members and agents as Additional Insured for all required coverage prior to commencing any activity for, with or on behalf of the Columbia Chamber of Commerce. With the signing of this contract the Columbia Chamber of Commerce including its officers, members and agents will be held harmless against debts and business expenses and obligations incurred including any and all liability claims by reason of any accidents, injuries, damages or sickness that may occur during the term and performance of this contract and against all fines, penalties and loss incurred for by reason of the violation of county, state or Federal laws. All vendors serving food including any non-profit local organization will acquire the proper health department certificates or licenses required to comply with local health department regulations governing the serving of food items for public consumption. Food vendor licenses may be obtained from the Lorain County General Health District, 9880 South Murray Ridge Rd., Elyria, Ohio 44035, and Phone 440-322-6267. contact@LorainCountyHealth.com
10. Vendors agree to maintain a clean, attractive, and safe booth area, including the work area.  All debris from set up and tear down must be taken to the large dumpster located at the west side of the park.  Vendors must take all daily trash to the large dumpster at the end of each night. Grey water disposal sites are available and will be used by all food vendors. Food vendors must provide their own grey water collection container and dispose of all grey water properly. Absolutely no dumping on ground is permitted. The vendor shall be responsible for removing all displays, advertising materials and the like erected or placed on the premises immediately at the close of the festival. The Columbia Chamber of Commerce will dispose of any equipment not removed by June 28, 2020.
11. It is required that someone be in your booth at all times during the festival open hours. There will be overnight security from 11:00 p.m. to 8:00 a.m. on Thursday, Friday, and Saturday. There is **no security** planned for the last night of the festival or during the tear down phase.
12. It is the responsibility of the vendor to provide at least 125 feet of electrical cord suitable for the service you will be requiring with required plugs for connection to park electrical panels or outlets. You may be required to use electric service within this distance. Vendors are responsible for their electrical service being up to code. An electrician will be on the grounds to service equipment at vendor’s expense. If you require service for our electrician due to problems related to your equipment, you will be required to pay electrician directly.
13. The Columbia Chamber of Commerce reserves the right to add additional food vendors. The Columbia Chamber of Commerce is the deciding authority on adding food items. Some items maybe a duplicate of other food items sold by other vendors.
14. Craft items, sales booth spaces are 12’ x 12’, if additional frontage space is needed it may be purchased in 5’ increments.
15. Disputes or concerns must be sent in writing to the Columbia Chamber of Commerce- P.O. Box 428, Columbia Station, Ohio 44028 or email to: info@columbiastation.com.