



## Festival Marketplace Vendors

### Application Information

Application Deadline: April 21, 2017

**Powell Festival**  
**June 23 & 24, 2017**

#### What is the Powell Festival?

The Powell Festival is the City's signature event of the year. This two-day summer experience stands out in delivering family-friendly entertainment, delicious food and dazzling fireworks. The fun takes place at the Powell Village Green Park located at 47 Hall Street. Parking is available on S. Liberty St. as well as other public parking lots and on street parking spaces in the downtown.

This event is sponsored by generous sponsorships and donations from local businesses and community members!

#### Who is eligible to be a merchant and/or vendor?

Applicants must have all necessary licenses and insurance. Applicants must be year-round and/or seasonal operation with proven festival experience. Vendor takes all full legal responsibility for participation.

#### Where/How do I apply?

The enclosed application is the only application that will be accepted. Full and complete applications must be received by April 21, 2017. **ALL** vendors must send samples and/or photographs that may not be returned. A photo is considered an applicable form of sample but will not be considered in the same manner as a sample or two to show the committee the quality/type of merchandise you are presenting for sale. Further, websites are applicable forms of demonstrating samples but will not serve as a substitute for an actual sample. A photo of your booth at another event is **required** for **ALL** vendors. Please submit photos through either a hard copy (mailed) or email. Incomplete or late applications will not be considered.

#### When and How are vendors/merchants selected?

All applications will be reviewed and participants will be selected on or before May 1, 2017 and will be contacted at this time. Only unique product lines will be selected as spots for vending are limited. A waiting list will be created for those vendors/merchants not chosen.

Wait list vendors may be added if other vendors/merchants do not meet payment deadlines or if space opens up in other areas of the park. Application submittal is not a guaranteed acceptance to festival. Special preference will be given to vendors/merchants based on the following:

- A vendor has a previous and strong track record with the Powell Festival
- A vendor has a Powell business and is located in Powell
- A vendor has a unique item not provided by other vendors

**All decisions of the committee will be final.**

#### When will I receive my acceptance of my application?

Vendors will be selected on or before May 1st and will be contacted via email. After May 1st, if your application has not been accepted you will receive a decline letter via email.

#### Important Dates:

- April 21, 2017 Applications must be postmarked for submittal.
- May 1, 2017 Vendor will be accepted and notified. Declined notifications will be sent to vendors not accepted.
- May 31, 2017 All fees must be paid in full and certificate of insurance must be included if necessary.

#### Fees

Includes: (1) assigned PARKING SPACE for vendor's personal vehicle for duration of entire event (allotted space is 18 x 9 max)

Nonprofit/Government Organization	\$50*
Artisan vendor/home-based business	\$100
<b>(NEW fee!)</b>	
Retail Business	\$500

(see definitions under "Definitions")

### **Vendors Booth Hours**

Friday, June 23, 2017            5-9 p.m.  
Saturday, June 24, 2017        12-9 p.m.

### **Definitions**

Maximum 10 x 10 area permitted per business. Multiple spaces may be rented. Vendor must provide their own 10 x 10 tents, tables and chairs. Powell Festival is not responsible for any of these items and does not provide rentals. **Electricity is not available.** **Space sharing with multiple vendors/merchants is not permitted at Powell Festival.**

### **Nonprofit Organization**

Nonprofit or charitable organizations recognized by state of Ohio, public educational institutions, churches, libraries, senior services, civic clubs, or scouts. Limited number of organizations with this criteria will be selected. **Those qualified nonprofit organizations selected MUST provide a free family-friendly and/or safe children's gift and/or educational station. No selling or fundraising permitted.**

### **Governmental Agency**

Agencies where more than 50% of funding is from public sources (such as law enforcement departments, village/city/township/county agencies, etc.) who wish to have a booth.

***\*The fee for nonprofit organizations and government agencies may be waived if the organization provides a free activity for children. Please include a description of the activity in your application.***

### **Artisan/Home-Based Business**

Vendors who wish to sell/display a larger sampling of their own or others' goods which can include some or all commercially produced items (Pampered Chef, Avon, Tastefully Simple, etc.) and do not use a professional showroom, office building, retail establishment, etc. Those businesses within the Powell municipal boundaries qualify for a 10% discount. Proof of address necessary with application. **Apply to become a vendor through the Powell Chamber of Commerce. Visit here for more details.**

### **Retail Business**

Retail merchants who wish to sell a larger sampling of their own items at the Powell Festival. Booths may not be shared by more than one retail business. **Products or goods must be present and available for sale at the Powell Festival.** Those businesses within the Powell municipal boundaries qualify for a 10% discount. Proof of address necessary with application.

### **Payments:**

Checks payable to: City of Powell  
Attn: Powell Festival  
47 Hall Street  
Powell, Ohio 43065



**Vendors**  
Application Information  
Application Deadline: April 21, 2017

**Powell Festival**  
**June 23 & 24, 2017**

Late or incomplete applications will not be considered. You may email your application to: [mcanavan@cityofpowell.us](mailto:mcanavan@cityofpowell.us) or print and mail to: The Powell Festival, 47 Hall Street, Powell, Ohio 43065, Attn: Powell Festival. Please print or type legibly.

Vendor/Owner Name \_\_\_\_\_  
Legal Business Name \_\_\_\_\_  
Primary Contact Name \_\_\_\_\_  
Secondary Contact Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone (    ) \_\_\_\_\_ Mobile (during Festival hours) (    ) \_\_\_\_\_  
**Email\*** \_\_\_\_\_  
Website \_\_\_\_\_  
(\*Required for confirmation purposes. Email list is not distributed.)

Are you a NEW vendor/merchant to the Powell Festival? Please circle:      YES      NO

References from other festivals:

1. Event Name \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Phone number or email \_\_\_\_\_
2. Event Name \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Phone number or email \_\_\_\_\_
3. Event Name \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Phone number or email \_\_\_\_\_

**Fees**

**Mark all that apply with an X (place a "2" for double spaces)**

Nonprofit /Government Organization	\$50	_____ (may be waived)
Artisan/Home-based business	\$100	_____
Retail Business	\$500	_____

**Note:** Size cannot be changed after application is submitted, unless approved by the Powell Festival.

Includes: (1) assigned PARKING SPACE for vendor's personal vehicle for duration of entire event (allotted space is 18 x 9 max) and electricity and water.

**Product/Service Description**

**Product/Item Information**

List your products in order of importance. If you are a previous vendor/merchant do not state "same as last year". If you are a previous vendor/merchant and have new items, please check the new box.

**Product Information**

- 1. Item \_\_\_\_\_ New  
Price range for each item \_\_\_\_
- 2. Item \_\_\_\_\_ New  
Price range for each item \_\_\_\_
- 3. Item \_\_\_\_\_ New   
Price range for each item \_\_\_\_
- 4. Item \_\_\_\_\_ New   
Price range for each item \_\_\_\_
- 5. Item \_\_\_\_\_ New   
Price range for each item \_\_\_\_
- 6. Item \_\_\_\_\_ New   
Price range for each item \_\_\_\_



# Festival Marketplace Vendors

## 2017 Regulations & Confirmations

**Powell Festival**  
**June 23 & 24, 2017**

### I. Regulations

- A. The Powell Festival hours shall be:
- Friday, June 23, 2017 | 5:00PM—11:00PM
  - Saturday, June 24, 2017 | 12:00pm—11:00PM
- B. Vendor and its staff/employees/volunteers shall leave the Festival grounds in the condition in which it was provided. Disposal of trash is vendors responsibility.
- C. No vehicles are permitted to drive onto Powell Festival grounds.
- D. Vendors must check in with Festival representative prior to set up.
- E. Vendors must be open for service during the following periods:
- Friday, June 23, 2017 | 5:00PM until 9:00PM (vendors must arrive and check in by 4 p.m.)
  - Saturday, June 24, 2017 | 12:00PM until 9:00PM (vendors must arrive and check in by 11 a.m.)
- F. The Powell Festival, will have sole discretion and determine the Vendors location. Vendors shall accept vending location as is. The Powell Festival may, in its sole discretion, reassign vending location(s) at any time.
- G. Vendors must incur all labor duties during staging. Festival volunteers may be able to assist vendors.
- H. For the safety of Powell Festival's visitors, staff and vendors, staging directions must be respected.
- I. Vendors are solely responsible for all items and or products. The Powell Festival is not responsible for any items and or products left unattended or unsecured at any time.
- J. No electrical services are provided for vendors.
- K. All equipment must be removed (by vendor) from Festival grounds by **5pm Sunday, June 25, 2017**.
- L. Vendors will receive one parking pass per vending location for designated parking.
- M. Vendors are responsible for damages caused by it and its staff/employees/volunteers or agents.
- N. ALL ice, soda or bottled water sales are the sole possession of Powell Festival. Vendors may not sell or otherwise give away these items.
- O. **Initial here** to show acceptance of Powell Festival Regulations: \_\_\_\_\_

## II. Confirmations

- A. Upon receipt of application and fees, a confirmation email will be sent to the email address provided.
- B. Vendors will receive complete staging instructions (includes instructions on times, parking, set-up and tear-down requirements, etc.) via email.
- C. A map will be enclosed with your confirmation showing where to arrive and park.
- D. All Fees must be pre-paid with application and are non-refundable once accepted.
- E. A \$30 fee will be charged for insufficient funds.
- F. If application is not accepted, fees are returned within 30 days as notification of such non-acceptance.
- G. Applications can be refused for any reason.
- H. **Initial here** to show acceptance of confirmations: \_\_\_\_\_

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*The undersigned exhibitor agrees that this is not a lease but only permits the temporary use of space provided for the duration of the "Powell Festival" and acknowledges that its activities in conjunction with the event are done at own risk. The undersigned, who is authorized to execute this agreement on behalf of exhibitor, warrants that they shall hold harmless and indemnify City of Powell, their members, sponsors, volunteers, agents, officers, directors and employees from any and all claims from any cause, for injury, damage, loss, theft, actions, claims and liabilities to persons or property arising out of its activities. All of the above regulations must be observed or City of Powell reserves the right to have offenders of any regulations immediately removed without refund. The undersigned agrees to abide to all terms and conditions set forth therein.*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Please return entire application and all fees by **April 21, 2017**

**Contact:**

City of Powell  
Megan Canavan  
Communications Director  
614.885.5380 ext. 1022  
mcanavan@cityofpowell.us

**Payments:**

Checks payable to:  
**City of Powell**  
47 Hall Street  
Powell, Ohio 43065



**Festival Marketplace Vendor**  
2017 Check List

**Powell Festival**  
**June 23 & 24, 2017**

**Powell Festival Check List**

In order for your application to be considered, it **MUST** be accompanied by ALL required forms. Before mailing in your application, please make sure you have included the following:

- Vendor/Merchandise Application & Agreement
  - Certificate of Insurance naming the City of Powell as additionally insured
  - Product/Service Description
  - Regulation and Confirmation Acceptance
  - Fees:
    - Nonprofit/Government Organization
    - Artisan/Home-based business
    - Retail Business
- |  |                            |
|--|----------------------------|
|  | Spaces Needed              |
| <input type="checkbox"/> Nonprofit/Government Organization | \$50 _____ (may be waived) |
| <input type="checkbox"/> Artisan/Home-based business       | \$100 _____                |
| <input type="checkbox"/> Retail Business                   | \$500 _____                |
- 
- Total fees due upon acceptance  
\$ \_\_\_\_\_