

Powell Festival 2024

We are thrilled to invite you to apply to be a vendor at our 27th Annual Powell Festival on Friday, June 21st, and Saturday, June 22nd! This year we will have our food trucks, commercial (non-artisan vendors), artisan/mlm vendors, and non-profit organizations represented on both days of the market. Please make sure to thoroughly review the following information before you apply. You will find a link at the bottom of this email to access the application. Only complete applications will be considered. A complete application includes the form filled out in its entirety and your COI.

Who is eligible to be a vendor?

Applicants must be year-round and/or seasonal operations with proven show/festival experience. Applicants must have all necessary licenses and insurance. Vendors assume full legal responsibility for participation.

When and how are vendors selected?

All applications will be reviewed and accepted on the 20th of the month with the cut-off being May 20th. A waiting list will be created for those vendors/merchants not chosen due to their category being full.

Wait-listed 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 submission is not a guaranteed acceptance to the 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/or 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 the 20th of the month in which you have applied, with **May 20, 2024, being the cutoff** and will be contacted via email. After May 20th, if your application has not been accepted you will receive a letter of decline via email. You will have 2 weeks to pay your fees after your invoice is sent out. If payment is not received we will move someone off of the waitlist into your spot and you will be added to the waitlist.

Important Dates:

March 20th- First round of acceptance emails will go out

April 3rd- First round of invoices due

April 20th- Second round of acceptance emails will go out

May 3rd- Second round of invoices due

May 15th – Last day for applications to be submitted

May 20th – Last date of vendor application approval. Declined notifications will be sent to vendors not accepted.

June 3 – Last round of invoices due

Items not permitted for sale by food trucks or vendors:

- **No business or organization will be permitted to sell water or soda.**

Categories

Maximum 10' x 10' area permitted per business. Multiple spaces may be purchased. Vendors must provide their own 10' x 10' tents, tables, and chairs. Powell Festival is not responsible for any of your set-up items. **Electricity is not available (except to food trucks in the main food court), so if this is needed you will need to bring your own generator. Space sharing with multiple vendors/merchants is not permitted at Powell Festival.**

Nonprofit Organization*

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

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

in your application. Think of exciting activities that will bring children/families to your tent!

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 an activity for children. Please include a description of the activity in your application.***

Artisan/MLM (Multi Level Marketing)

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, Thirty One Gifts, Tupperware, etc.) and do not use a professional showroom, office building, retail establishment, etc. Multi level marketing companies will not have multiple reps represented at Powell Festival, but we may have products in the same industry represented (example: Mary Kay and Younique).

Commercial 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 may 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.

Food Truck/Food Vendors

Vendors who are selling food for immediate consumption or later consumption must have all appropriate licenses. Food vendors will not be permitted to sell soda, water, or sports drinks during the festival. Once your application is accepted you will receive an additional form for us to gather information about your amps/voltage/watts, number of bags of ice needed, etc.

Political

A political party, committee, association, fund, or other organization (whether or not incorporated) that is required to file a statement of organization with the state board of elections

or a county clerk or that seeks to attain and maintain **political** power within **government**, usually by participating in electoral campaigns.

Insurance Required

All vendors must present proof of insurance at the time of application or before their application can be approved. This can be uploaded on the application form OR emailed to powellfestmarket@gmail.com with the subject reading “2023 (YOUR BUSINESS NAME) Insurance”. The requirements are as follows:

If the applicant/event producer is not a business or group, but instead an applicant who is an individual, who expects more than 500 attendees to the event, and/or intends to serve or sell alcoholic beverages at the event, the applicant /event producer must provide proof of personal liability insurance in the amount of not less than \$500,000 combined single limit through either a homeowners policy or other liability insurance policy by submitting a certificate of insurance.

To Apply

Please follow [this link](#)

We look forward to receiving your application! Please do not hesitate to reach out with any further questions!

Warmly,

Andi Moore

Vendor Chairperson