

# APPLICATION and BOOTH LICENSE AGREEMENT

## CultureFest 2011

**Saturday, September 24<sup>th</sup> from 11 A.M. – 7 P.M.**

This **Application and Booth License Agreement** for booth space at the CultureFest 2011 will become an agreement upon written acceptance by the 2011 CultureFest Steering Committee (CFSC) as agent for The City of Springfield, Ohio. The rates, general information and additional provisions that are included in or are attached to this form constitute a part of the Application and Booth License Agreement.

**NAME OF LICENSEE:** \_\_\_\_\_

**Name and Title for advertising purposes:** \_\_\_\_\_  
*(Please print or type information)*

**1. PAYMENT AND DEPOSIT:** The Licensee will be notified of the CFSC's acceptance of the completed agreement (including required deposit). If the Application and Booth License Agreement is not selected or accepted by the CFSC, the deposit will be returned to the Licensee.

**- NO POP-UP TENTS -**

**2. BOOTH SPACE FEE:** The fee (which includes security, trash removal and GREASE CONTAINERS for booth space) is as follows:

*Circle one please*

<b>Food Booth</b>	<b>Propane Use</b>	<b>Non Profit</b>	<b>For Profit</b>
<b>Option #1: Includes 10' X 10' Canopy 8' X 30" table and 2 chairs, water and electricity</b>  I need: <input type="checkbox"/> water <input type="checkbox"/> electricity-amperes/voltage: _____  Additional charges for electrical use may occur if you need electricity in addition to the standard set-up	<b>Will you be using propane at the CultureFest?</b>  <input type="checkbox"/> YES <input type="checkbox"/> NO	<b>\$175</b>	<b>\$200</b>
<b>Option #2: Water and electricity only</b>  I need: <input type="checkbox"/> water <input type="checkbox"/> electricity-amperes/voltage: _____  Additional charges for electrical use may occur if you need electricity in addition to the standard set-up	<b>Will you be using propane at the CultureFest?</b>  <input type="checkbox"/> YES <input type="checkbox"/> NO	<b>\$110</b>	<b>\$135</b>

*Circle one please*

<b>Merchandise Booth</b>	<b>Nonprofit</b>	<b>For Profit</b>
<b>10' X 10' space under cover 8' X 30" table and 2 chairs</b>	<b>\$140</b>	<b>\$165</b>

*Circle one please*

<b>Educational Booth (No Sales)</b>	<b>Nonprofit</b>	<b>For Profit</b>
<b>10' X 10' space under cover 8' X 30" table and 2 chairs</b>	<b>\$105</b>	<b>\$140</b>

**3. ORGANIZATION CATEGORY (Must submit copy of certificate of exemption with application)**

\_\_\_\_\_ For profit organization Federal Tax ID#: \_\_\_\_\_

\_\_\_\_\_ Nonprofit organization/community association Federal Tax ID#: \_\_\_\_\_

**4. BOOTH REQUESTED**

Type of Booth	Number of Booth(s)	Fee per booth	Extra Tables \$10 each	Extra Chairs \$1 each
Food Option #1				
Food Option #2				
<b>Exact dimensions of space needed for trailer:</b>  Length: _____  Width: _____				
Merchandise				
Educational				
Total				
<b>Total Amount Due</b>				<b>\$</b>

LICENSEE HEREBY AUTHORIZES THE CITY OF SPRINGFIELD, OHIO AND THE STEERING COMMITTEE TO MAKE USE OF THE FOLLOWING INFORMATION IN PROMOTIONAL AND ADVERTISING MATERIALS REGARDING THE CultureFest 2011. LICENSEE SHALL NOT BE ENTITLED TO ANY COMPENSATION FROM EITHER THE CITY OF SPRINGFIELD, OHIO OR THE 2011 CFSC FOR SUCH USE.

NO SIGNS ARE TO BE PLACED ON THE BOOTH OR IN THE BOOTH SPACE EXCEPT FOR SIGNS IDENTIFYING THE LICENSEE OR DESCRIBING THE GOODS AND SERVICES AVAILABLE FROM THE BOOTH.

**5. CATEGORY LISTING FOR FESTIVAL PROGRAM**

**Ethnic group represented by Licensee:** \_\_\_\_\_

What *food items* will you be selling? (Please include menu and price list for each item):

Item	Price	Item	Price

What *merchandise* will you be selling? *(Please include list)* \_\_\_\_\_

What *educational* materials will you be displaying? \_\_\_\_\_

What *other services or activities* (if any) will you be providing? \_\_\_\_\_

6. If the CFSC grants the application of a Licensee, such Licensee is granted a revocable, temporary license from The City of Springfield, Ohio for the Booth Site assigned to the Licensee by the CFSC.
7. At the conclusion of CultureFest 2011 Licensee shall remove all Licensee's equipment, signage and trash at the Booth Site and the vicinity of the Booth Site and shall leave the Booth Site area in a safe and clean condition.
8. Licensee will pay for any and all utilities utilized by Licensee in the Booth Site.
9. Licensee will *not cook in the booths*. All cooking must be done *behind* the booths to avoid fires.
10. Licensee shall surrender the Booth Site to The City of Springfield, Ohio at the end of CultureFest 2011 in the same condition as when Licensee took possession of the Booth Site, allowing for reasonable use, wear and tear.
11. Licensee shall maintain, preserve and supervise the Booth Site and shall permit no vandalism or waste to occur thereon by Licensee's customers.
12. Licensee agrees to indemnify and save the City harmless from any claims, damages, or liability of any nature that may arise out of/or from any actions or omissions on the part of Licensee, its employees, agents and/or independent contractors.

**13. LICENSEE:** (Name(s) of person(s) responsible for booth).

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Company/Organization: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone *Daytime*: ( ) \_\_\_\_\_ *Evening*: ( ) \_\_\_\_\_ *Fax*: ( ) \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Type of Payment: Check# \_\_\_\_\_ Cash \_\_\_\_\_ Credit Card Info: Type of Card (circle one): Visa Mastercard

Credit Card #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Name on Card: \_\_\_\_\_ V-Code: \_\_\_\_\_

Amount of Payment: \_\_\_\_\_ **(Note: V-Code is the last 3 digits on the back of the card on the signature line)**

Authorized Signature: (if credit card) \_\_\_\_\_

Checks **must be made payable to** The City of Springfield - CultureFest 2011 and mailed to:  
The Department of Community Development, City of Springfield, 76 E. High Street, Springfield,  
Ohio 45502

Amount Paid: \_\_\_\_\_ Date Paid: \_\_\_\_\_ Balance Due: \_\_\_\_\_

## TO ALL VENDORS... IMPORTANT DATES!

A deposit of \$50 (non-profit) and \$100 (for profit) is required to reserve booth space and **must be submitted with your application no later than Friday, July 29, 2011.**

Full payment required by **Friday, August 26, 2011**

Deposit non-refundable after **Friday, September 2, 2011**

**NO EXCEPTIONS**

**ALL VENDORS ARE RESPONSIBLE FOR OBTAINING ALL PERMITS/LICENSES PRIOR TO CULTUREFEST. FAILURE TO DO SO WILL RESULT IN FORFEITURE OF BOOTH FEES.**

## SETUP TIME

Setup time for  
Food Booths is  
7:30 a.m. on the day of the festival

Setup time for  
Merchandise and Education booths is  
9:00 a.m. – 10:00 a.m.

This time is set and must be **strictly** adhered to.

**THANK YOU FOR PARTICIPATING IN THIS YEAR'S  
CultureFest**

For additional information:  
Phone (937) 324-7380 or  
Fax (937) 328-3489 or  
Email **[cdoever@ci.springfield.oh.us](mailto:cdoever@ci.springfield.oh.us)**