



# CultureFest

## 2011

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Dear friend,

CultureFest is in the air and we hope you choose to be a part of the celebration this year. If so, please complete the enclosed Application and Booth License Agreement and submit your payment to be accepted as one of the vendors for the CultureFest, which will be held on **Saturday, September 24<sup>th</sup> from 11 a.m. until 7 p.m.** Look forward to eight hours of food, fun, crafts, entertainment and many more activities.

The deadline for a deposit of **\$50 (non profit)** and **\$100 (for profit)** is required to reserve booth space and should be submitted with your application by **Friday, July 29, 2011.**

*Requirements include:*

#### **Food Vendors**

Menu or Booth must represent a particular ethnic group

#### **Merchandise Vendors**

Merchandise must represent a particular ethnic group

#### **Educational Vendors**

Should display information regarding ethnic culture and history

Please review the information concerning the booth you are leasing. Note that most of the booths include one (1) table and two (2) chairs. Please inform the committee if you have any additional needs. Additional tables and chairs can be leased for a small fee as noted on the application.

The 2011 CultureFest Committee is planning a **Vendors' Pre-Fest meeting on Tuesday, September 6<sup>th</sup> @ 5:30 p.m. (Save The Date!)** If you have any questions at this time, please contact me directly at **(937) 324-7379/7380.**

Sincerely,

Cheryl DeGroat Dover  
CultureFest 2011 Food/Vendor Committee

Enclosures

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

### **FOOD VENDORS**

**Regarding food trailers.** Please tell us **exactly how much space** you will need for your trailer. Giving us **exact dimensions** of the space you need helps us to ensure that you have enough room to operate efficiently.

**Menus.** Food Vendors are requested to provide ethnic and cultural items on the menu and the *menu must be displayed with prices.*

**Propane.** Please note that we are asking if you will use **propane** at the festival. We will have an **inspector on hand** to ensure that propane tanks are safe for use.

**Grease and Wastewater Containers.** The CultureFest provides grease containers for used grease and a container for wastewater. These containers must be used and ALL WASTED GREASE and/or WASTEWATER must be disposed of properly. DO NOT use CATCHBASINS for disposal. Staff will be monitoring the food area and will bar vendors from participating in future events if we find you not in compliance with this rule.

Food vendors must obtain a **Temporary Food Service License.** Please contact the Environmental Health Division of the Clark County Combined Health District, 529 East Home Rd., Springfield, Ohio 45503. (937) 390-5600. *The CCCHD will need to see proof of non-profit status paperwork in order to qualify for the nonprofit fee.* Hours are Monday – Friday, 8 AM – 5 PM. **\$20 commercial; \$10 non-commercial.**

**If food vendors will sell soft drinks (pop),** they must obtain an **Application for Transient Vendor's License.** Forms may be obtained online at [http://tax.ohio.gov/documents/forms/sales\\_and\\_use/Applications/ST\\_ST1T\\_FL.pdf](http://tax.ohio.gov/documents/forms/sales_and_use/Applications/ST_ST1T_FL.pdf) or call the Help Desk at 866-OHIO-GOV (866-644-6468). The cost is **\$25.00.**

**MERCHANDISE VENDORS** or anyone selling taxable items must obtain a Vendors License through the Ohio Department of Taxation. To file online, go to: [www.obg.ohio.gov](http://www.obg.ohio.gov). For assistance by phone, call the OBG Electronic Filing Help Desk at 866-OHIO-GOV (866-644-6468). The Help Desk is available Monday through Friday 8 a.m. - 5 p.m.