



**Wapakoneta Summer Moon Festival**  
**Downtown Street Festival July 18<sup>th</sup>-20<sup>th</sup>, 2024**  
**FOOD VENDOR APPLICATION AND CONTRACT**

Dear Vendors,

The Wapakoneta Summer Moon Festival celebrates the remarkable journey of our hometown hero Neil Armstrong and his first steps on the Moon. Our historic downtown district and worldclass Armstrong Air & Space Museum provide activities each July including a three day street festival of great food, beer tent, bands, games, market vendors. Food Vendors must commit to setting up on July 18th and being open all three days and nights of the downtown street festival on July 18<sup>th</sup>-20<sup>th</sup>. We request that our food vendors name at least one menu item that is Moon/Space themed.

Please complete the Application and Contract and submit with your Certificate of Liability Insurance and Fees to The Wapakoneta Area Chamber of Commerce, address or email to [chamber@wapakoneta.com](mailto:chamber@wapakoneta.com)

- 3-day Food Vendor Fee for July 18th-20th: \$350
- Application Fee before April 1: Free
- Application Fee after April 1: \$25
- Application Fee after June 1: \$50

*Please Note: Submission of this application, contract and payment does not guarantee acceptance. A selection process will be used to ensure variety and minimize duplication of items across food vendors. There are a limited number of spaces available in all categories. If not accepted, your vendor fee will be refunded in full. The application fee will NOT be refunded.*

If you have any questions, please contact us at The Wapakoneta Chamber of Commerce. We look forward to celebrating with you in July!

All our Best,  
Wapakoneta Area Chamber of Commerce  
[chamber@wapakoneta.com](mailto:chamber@wapakoneta.com)

Wapakoneta Area Chamber of Commerce  
Summer Moon Festival  
Post Office Box 208  
Wapakoneta, OH 45895  
Phone Number 419-738-2911

Festival Website: [www.summermoonfestival.com](http://www.summermoonfestival.com)

Festival Facebook: <https://www.facebook.com/Wapakoneta-Summer-Moon-Festival-1632547776988739/>



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Date: _____  Amount Enclosed: _____	3-day Food Vendor Fee:           \$350 Application Fee before April 1:   Free Application Fee after April 1:     \$25 Application Fee after June 1:     \$50
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Name of Concession: \_\_\_\_\_  
 Person to Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 Address: \_\_\_\_\_

**Food Stand Details:**

List the size of your food stand operation including awnings, bumpers, hitches & breathing room in your measurement

**Frontage:** \_\_\_\_\_ **ft.**      **Depth:** \_\_\_\_\_ **ft.**      **Off-site Supply Space:** \_\_\_\_\_ **ft.**

Use the images below to mark the location of your serving side(s), electric hook up and tongue hookup. Please attach a photo of your stand.



**IMPORTANT:** IF YOU DO NOT REQUEST SUPPLY SPACE NOW, WE CANNOT GUARANTEE IT. Due to limited space, there will be no additional room for supply or personal vehicles at your site. There will be designated parking for additional vehicles near the festival area

**Hook-Up Needs:** Electric 110V \_\_\_\_\_ 240V(4 Prong Only) \_\_\_\_\_ Water \_\_\_\_\_

*Please note: NO GENERATORS ARE PERMITTED. If additional electric hook-up or parking space is needed for supply vehicle please explain below:*

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**Items to be Sold:** Include ALL items for sale or attach a list. No sale of the following items will be permitted: silly string, confetti, laser pointers, cigarette lighters and knives. The Festival reserves the right to limit or specify items sold. Duplication of items are held to a minimum.

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*Moon Themed Items Sold:* \_\_\_\_\_

Vendor hereby contracts with the Wapakoneta Chamber of Commerce for space at the Summer Moon Festival as follows:

1. **HOURS OF OPERATION:** Vendors must be open to serve customers from 4-11 PM on Thursday, 4-11 PM on Friday and 11 AM to Midnight on Saturday. Additional hours are permitted by choice of individual vendors. Closing early or opening late is not permitted.
2. **RENTAL SPACE:** The exact size of the vendor stand must be accurately noted on the application and may not be varied at the time of the festival. Be sure to include awnings, bumpers, hitches & breathing room in your measurement. The Festival layout is determined well in advance to comply with strict regulations and space limitations. There will be no additional room for supply or personal vehicles next to your vendor stand. There will be designated parking for additional vehicles outside of the festival area. No vehicles may be driven on the festival grounds during festival hours. Vendors must have supplies dropped off before opening hours or after closing hours. No subletting of vendor space shall be permitted.
3. **PRODUCTS:** Vendors have the right to sell only the items listed in the application. No sale of the following items will be permitted: raffle tickets, silly string, laser pointers, cigarette lighters, or knives.
4. **ELECTRICAL SERVICES:** NO GENERATORS ARE PERMITTED. Electricity needs must be accurately noted on the application and cannot be varied at the time of the festival. Vendors must supply at least a 150' outdoor NEC approved electric cords to reach their electric source. Vendor spaces will be assigned regarding the amount of electricity requested. All 240V hook-ups have 50 amps, 4 wire range plug configuration.
5. **INSPECTIONS:** You must comply with the Wapakoneta Fire Department Safety and Auglaize County Health Department Standards. They will be inspecting all stands. Failure to pass inspection will result in removal from festival.
6. **WATER:** Water is available on a limited basis. You must supply food grade water hose from your stand to the faucet. Vendors must dispose of wastewater **ONLY** in designated wastewater barrels provided by the festival.
7. **GREASE:** Grease splattering onto the street and sidewalks is not permitted. Ensure grease-catching sheets extend beyond the primary cooking area. Vendors are responsible for grease clean-up. Grease disposal containers will be made available for vendors.
8. **TRASH:** Spaces must be free of trash, litter and other refuse at all times. Place trash in plastic bags and deposit in festival trash cans.
9. **SET UP:** Set-up will be Wednesday 8am-4pm. Location to be assigned by the Festival Committee. A committee member will be on the grounds during set-up to direct you to your proper location. All stands must be open by 4:00 pm on Thursday of the Festival.
10. **LOAD OUT:** All stands & units must be removed from the Festival Grounds by Noon on Sunday morning. Absolutely **NO** early strike before Midnight Saturday will be permitted. Vendors must clean rental space area.
11. **SECURITY:** Vendor is responsible for the security of their own property and equipment at all times. The Festival assumes no responsibility for loss, theft or damage to vendor's property.
12. **LICENSES:** All licenses & permits required by the Ohio Dept. of Agriculture and/or Auglaize County Health Dept. are the sole responsibility of the concession/vendor. All laws & regulations issued by those agencies must be obeyed.
13. **CANVASSING:** There will be no Solicitation or Roaming Vendors on the Festival Grounds
14. **APPEARANCE:** All vendors and those working as representatives of the vendor **MUST** wear a vendor t-shirt or uniform.
15. **CONDUCT:** Vendors must interact with all persons in a respectful, professional manner at all times.



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16. **INSURANCE:** All Vendors must furnish a Certificate of Liability Insurance in the amount of \$300,000 or higher made out to the Wapakoneta Chamber of Commerce. This must be returned with the signed contract.
17. **LIABILITY:** Neither the Wapakoneta Chamber of Commerce, the Summer Moon Festival Committee, nor the City of Wapakoneta will be responsible for any injury which may arise to VENDOR, their employees, agents, guests or customers; or for the loss, theft of or damage to any display, merchandise, or vehicles from any cause whatsoever while in transit to or from, or while participating in the Wapakoneta Summer Moon Festival. By executing this contract, VENDOR agrees absolutely and irrevocably to waive and release any claim it may have against the Wapakoneta Chamber of Commerce, the Summer Moon Festival Committee, nor the City of Wapakoneta, their officers, officials, agents or employees.
18. **VIOLATIONS:** Vendor acknowledges that a breach of any of the terms of this Agreement may result in the termination of this contract and the preclusion of the Vendor's participation in the Festival and no entitlement to refund.
19. Vendors will not be entitled to a refund if for any reason the Vendor is unable to participate after acceptance.
20. The Summer Moon Festival Committee reserves the right to make changes to location of vendors, dates, and times as well as make final decisions on other situations which may arise.

Thank you for supporting a safe and healthy Summer Moon Festival environment. We appreciate your service and cordially invite you to apply for participation. Please sign below as confirmation and willingness to abide by the Rules and Regulations of the Summer Moon Festival.

Vendor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Festival Vendor Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

<b>(DO NOT WRITE IN THIS SPACE)</b>		
Total Fee: _____	Date Paid: _____	Check #: _____
Approved by: _____		