



Wapakoneta Summer Moon Festival – 50th Anniversary Celebration

July 17-21, 2019

GENERAL VENDOR APPLICATION AND CONTRACT

Dear Vendors,

2019 marks the 50th Anniversary of the first steps onto the moon and has special meaning to the citizens of Wapakoneta, Ohio as the man who took those steps, Neil Armstrong, called this community his hometown. This year's Festival is sure to draw record attendance with the broadened appeal and heightened promotion of this monumental achievement. In preparation, this year's Festival will expand to a four-day format with additional activities and events. **We request that our vendors name/provide items that are 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 director@wapakoneta.com.

- 4-day General Vendor Fee: \$100
- Application Fee before (3/1/19): Free
- Application Fee after (3/1/19): \$25
- Application Fee after (4/1/19): \$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 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 appreciate your interest and welcome your commitment to commemorating this historic anniversary year. We look forward to celebrating with you in July!

All our Best,

Jackie Martell

Executive Director
director@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

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



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Date: _____ Amount Enclosed: _____	4-day Vendor Fee: \$100 Application Fee before (3/1/19): Free Application Fee after (3/1/19): \$25 Application Fee after (4/1/19): \$50
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Name of Vendor: _____

Person to Contact: _____ Phone Number: _____

Address: _____

Size of Stand: Be sure to include awnings, bumpers, hitches & breathing room in your measurement. Due to the 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. Please note: if you do not request supply space now, we cannot guarantee it. Please attach a photo of your stand.

Frontage: _____ **ft.** **Depth:** _____ **ft.** **Off-site Supply Space:** _____ **ft.**

Items to be Sold: Include ALL items for sale or attach a list. No sale of the following items will be permitted: silly string, 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.

Moon Themed Items Sold: _____

Hook-Up Needs: Electric 110V _____ 240V(4 Prong Only) _____ Water _____

Please note: If additional electric hook-up or parking space is needed for supply vehicle please explain below:



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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 Wednesday and Thursday, 2-11 PM on Friday and 11 AM to Midnight on Saturday. Additional hours 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. 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:** 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:** Please read and comply with the Wapakoneta Fire Department Safety and Health Department Standards. There will be inspections of all stands. Failure to pass inspection will result in removal from festival.
6. **TRASH:** Spaces must be free of trash, litter and other refuse at all times. Place trash in plastic bags and deposit in or by trash cans.
7. **SET UP:** Set-up will be Tuesday 11AM-4PM. Location to be assigned by Summer Moon 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 Wednesday of the Festival.
8. **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.
9. **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.
10. **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.
11. **CANVASSING:** There will be no Solicitation or Roaming Vendors on the Festival Grounds.
12. **APPEARANCE:** All vendors and those working as representatives of the vendor MUST wear a vendor t-shirt or uniform. Summer Moon Festival t-shirts will also be available for purchase through Auglaize Embroidery. Online sales: <https://armstrong50apparel.itemorder.com/sale>
13. **CONDUCT:** Vendors must interact with all persons in a respectful, professional manner at all times.
14. **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 contract.
15. **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



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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.

16. 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.

17. Vendors will not be entitled to a refund if for any reason the Vendor is unable to participate after acceptance.

18. 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: _____

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