



2019 Grindstone Festival

Business & Non-profit Vendor Application

JULY 4-6, 2019

Located at Coe Lake Park: (85 South Rocky River Dr., Berea)

Event Description: The Berea Grindstone Festival is Berea’s signature Fourth of July celebration. This three-day event includes activities for all ages. There are paddle boat rides on Coe Lake, an outdoor movie, live entertainment with band concerts, inflatables, games and more! The Grindstone Festival Parade includes community groups, organizations and local businesses marching through Downtown Berea. A spectacular fireworks display will kick-off the event on the 4th of July.

Deadline to apply: Applications are due by **Friday, April 12, 2019**. Please note that spaces are limited and are chosen on a first-come basis. Applications are placed in the order in which they are received and are only considered if the application is completed in its entirety and received by the deadline date. Only six to seven different food vendors will be accepted.

Vendor fee: *Vendor fees are non-refundable.*

Artists/Crafters: **\$225**

Merchandise/Commercial: **\$225**

Non-profit: **\$75**

Selection process: Vendors are reviewed and considered on a first-come, first-served basis. Vendors are selected based on how the applicant meets Event standards, including how well the merchandise relates to the theme of the Event, the type and quality of the merchandise, and on the Vendor’s overall potential for making a positive addition to the Event. Available space and logistical concerns are also considered.

Payment: Once you have been approved and contacted by the City of Berea, your payment must be received by Friday, May 10. Cash or check only made payable to: City of Berea. If payment is not received by the deadline, your space will be forfeited.

Business Name: _____

Contact: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone: _____ **Email:** _____

Description of booth: _____

Do you need access to a water hookup? Yes No

Do you need electricity? Yes No **Wattage required:** _____

Please list all items being sold and price per item: _____

Setup and teardown:

Overall booth space will be approximately 10’x10’, and Vendor must bring all tables, chairs, canopies, and other equipment needed for its space. Event Staff reserve the right to change space assignments if necessary, and to limit the size/type of equipment allowed. All tents must be anchored to withstand the elements of weather and collapse.

Vendors may begin setup between 9 a.m. – 3 p.m. on Thursday, July 4. All vendors must be set up and ready to by 3:30 p.m. You are required to stay set up and open for the entire event and keep your space clean, with trash disposed of in the dumpster provided by the City of Berea.

Teardown may begin at 10 p.m. on Saturday, July 6. All items, equipment and trash must be removed by Sunday, July 7 at 1 p.m. Any items left behind will be disposed of by an event official.

Other terms and conditions:

- Fundraising, donation jars, cash raffles, and other forms of soliciting monetary contributions from the public, whether on behalf of causes and charities directly or through third parties, are not permitted during special events and festivals without prior, written consent from the City of Berea.
- All vendor product prices must be visible to the public at all times. All prices must remain the same during the entire event.
- There is no rain site or rain date. Event will remain open unless the City of Berea determines the conditions to be severe. Vendors should come prepared with suitable materials to protect merchandise. No refunds will be issued due to weather. Vendors are expected to remain operational, with booths manned and intact, during festival hours; early break-down will jeopardize future participation in all City of Berea events and festivals.
- It is the responsibility of the vendor to provide at least 125 feet of proper electrical cord for connections. Vendors are responsible for their electrical service being up to code.
- Any material (prizes and/or retail) that the event program coordinator feels to be inappropriate will be removed immediately.
- All vendors shall provide evidence of liability insurance and provide a certificate of insurance coverage and bodily injury, property damage and product liability for single coverage limits of not less than \$1,000,000 (one million dollars). With the signing, both The City of Berea including its officers, members and agents, will be held harmless against debts and business expenses and obligations incurred including any and all liability claims by reason of any accidents, injuries, damages or sickness, that may occur during the term and performance of this contract and against all fines, penalties and loss incurred for by reason of the violation of county, state or, federal laws. The insurance policies shall list as additional insureds: The City of Berea and their respective agents, employees, volunteers and members.
- The City of Berea reserves the right to make and change reasonable rules and regulations regarding use and occupancy of booth space. The signing of the contract identifies that you have agreed to abide by such rules and regulations and any changes. Failure to abide by the agreed upon rules and regulations shall be cause for cancellation of this agreement and shall result in forfeiture of all fees or considerations paid by the vendor.

Submitting your application:

Please submit the following items along with your application by April 12, 2019 if you would like to be considered as a vendor.

- **Picture of booth setup**
- **Proof of insurance**

Vendor type

- Artist/Crafter (\$225) Merchandise/Commercial (\$225) Non-profit (\$75)

Booth Space

- Standard 10x10' space (Included) Additional footage needed (\$25 per 5 ft) _____

Electrical Needed

- Electrical hookup: (1) 120v 15 amp outlet (Included)
- Electrical hookup: (1) 220v 50 amp (\$50)
- Electrical hookup: (1) 220v 100 amp (\$75)

TOTAL AMOUNT OWED: \$ _____

****Once your application is reviewed, you will receive an acceptance/denial letter with payment information. Payment will be due by Friday, May 10.***

Please send the completed application to:

Megan Pochatek
11 Berea Commons
Berea, Ohio 44017

mpochatek@cityofberea.org · Phone: (440) 274-5608

Print Name

Signature

Date