

# North Royalton Community Festival Vendor/Exhibitor 2024 APPLICATION AND AGREEMENT

North Royalton City Green, Corner of Ridge and Royalton Roads, North Royalton, Ohio

**Festival Hours:** Friday, August 23, 2024 (6:00 p.m. - 11 p.m.) • Saturday, August 24, 2024 (12 Noon - 11 p.m.)  
**Fireworks Saturday at Dusk; and Sunday, August 25, 2024 (12 Noon - 9:00 p.m.) • Parade is Sunday at 3:00 p.m.**

## Vendor or Exhibitor Application

Name \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Contact Person \_\_\_\_\_ Daytime Phone \_\_\_\_\_

List Food Products being sold (must be approved by committee). *Please limit to (2) two food items and a soft drink item (not including lemonade)\** Item 1. \_\_\_\_\_ Item 2. \_\_\_\_\_

\*Contracts will be awarded on a first-come, first-served basis (\$450). Lemonade is considered a main item. To add a 3rd, 4th... item, add \$225 per additional item. Item 3. \_\_\_\_\_ 4. \_\_\_\_\_ 5. \_\_\_\_\_

Vendor's License No. \_\_\_\_\_ Tax I.D. No. \_\_\_\_\_

Insurance Co. \_\_\_\_\_ Policy No.\*\* \_\_\_\_\_

**\*\*Must send Proof of Insurance. The Certificate of Insurance MUST name the North Royalton Chamber of Commerce as Certificate Holder AND Name the North Royalton Chamber of Commerce AND City of North Royalton named as Additional Insureds.**

**Vendors:** Those who will be selling food or other items or providing services. **(\$450 per space)**

Vendors will be on a free standing space on the Festival Grounds. *Only one vendor permitted per space.*

Please check your space needs: \_\_\_ Trailer \_\_\_ Own Tent \_\_\_ Tent provided by Committee at a fee.

Size of Space Needed \_\_\_\_\_ Electrical Needs: 110V \_\_\_\_\_ 220V \_\_\_\_\_ Watts Needed \_\_\_\_\_

Max. Amps Required \_\_\_\_\_ (*Very important you state exact electrical needs!*) Water Needed: Yes \_\_\_ No \_\_\_

**Exhibitors\*:** Display and promote products or services, and provide information but **No Selling.**

(Bring your own 10x10-ft. Tent, or rent one for a fee.) Includes a six-foot table and two chairs. *Only one exhibitor business permitted per tent space.*

Please check your space needs: **\$250** \_\_\_ (Provide own Tent) Electricity Needed? Yes \_\_\_ No \_\_\_

*\*North Royalton Non-Profit Service Organizations receive a discount; please call Chamber of Commerce for details.*

## Signatures

I agree to the conditions and terms specified herein on both pages 1 and 2. Both pages must be signed and returned.

Signature (Applicant) \_\_\_\_\_ Date \_\_\_\_\_

### MAKE CHECKS PAYABLE TO:

**North Royalton Chamber of Commerce.**

*To pay by credit card, call Chamber of Commerce office. Receipt of your check will serve as confirmation of your participation in the festival. Application and payment must be received by July 21, 2024.*

## North Royalton Chamber of Commerce

13737 State Road • North Royalton, OH 44133 • 440-237-6180 • FAX 440-237-6181  
www.nroyaltonchamber.com - info@nroyaltonchamber.com

**Please read entire agreement before returning signed agreement.**

FOR FESTIVAL COMMITTEE USE ONLY

Date Received \_\_\_\_\_ Amount Paid \_\_\_\_\_

Check No. \_\_\_\_\_ Insurance Form Received \_\_\_\_\_

Comments: \_\_\_\_\_

# FESTIVAL VENDOR/EXHIBITOR AGREEMENT

1. Vendor/Exhibitor shall pay the Chamber of Commerce the total sum of \$\_\_\_\_\_ for space during the North Royalton Community Festival. Payment in full is required with the return of this Agreement, which must be received by July 21, 2024. *Space and items being sold are available on a first-come, first-served basis.*
2. Absolutely No Refunds will be made. Chamber of Commerce reserves the right to refuse entry if nature of entry is not deemed appropriate by Chamber of Commerce Festival Committee.
3. Vendor/Exhibitor will be responsible for setting up in the space allotted. All internal wiring and bulbs, as well as an approved set of input leads to the nearest electrical boxes, is the responsibility of the Participant, along with the security of their property, and the cleanup of the space during and following the Festival on Sunday evening.
4. All Space Assignments shall be made by the North Royalton Chamber of Commerce. Assignments shall not be in effect until all fees are paid in full. Space as contracted is assigned by the Committee. No vendor or exhibitor is permitted to move his/her assigned area without approval of the Committee.
5. Set-up times are between 2 p.m. and 7 p.m. on Thursday, August 22, 2024; and 9 a.m. to Noon, on Friday, August 23, 2024. ***If you need to set up at a different time, YOU MUST call the Chamber office (440-237-6180) to schedule a time.***
6. Vendor/Exhibitor shall furnish all items necessary for their own operation, and receive approval from appropriate inspector before starting operation.
7. Vendor/Exhibitor requiring electricity shall furnish a minimum 100-ft. grounded (3-wire) extension cord for electricity hookup.
8. Vendor/Exhibitor shall abide by city codes.
9. Vendor/Exhibitor shall keep their area neat and clean at all times. It is mandatory that all garbage and refuse be enclosed in plastic bags and placed at the rear of your booth for pickup.
10. **All food vendors are subject to Board of Health standards.** Each stand must have a minimum of 100 feet of F.D.A. approved drinking water hose, and a "Y" connector in order to obtain a water connection. The Cuyahoga County Board of Health Information and its regulations apply and Vendor is responsible for obtaining licensing. More information is on their website - [www.ccbh.net](http://www.ccbh.net).
11. A vendor's license and certificate of insurance are required with this application.
12. No roving sales are permitted on the festival grounds.
13. No literature shall be distributed on the grounds at the Community Festival without expressed written permission of the North Royalton Chamber of Commerce.
14. All Disputes or Complaints should be directed to the Community Festival chairpersons who shall resolve the dispute to the best of their ability. All Vendors hereby agree to be bound by the decision of the chairpersons without further recourse.
15. The North Royalton Chamber of Commerce is not responsible for Vendor's property. Security will be on duty during Festival hours only.

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**NOTICE:** The North Royalton Chamber of Commerce, nor its members, shall be responsible for any injury and/or loss that may occur to the applicant or his/her agents, assigns, employees, or to any goods or merchandise from any cause whatsoever while the said applicant is occupying the vendor/exhibitor space under this agreement.

Terms and conditions are agreed to and it is certified that all such items and conditions have been read and are understood. Said undersigned, his/her agents, successors, assigns, executors or representatives do hereby further agree to indemnify said North Royalton Chamber of Commerce from any and all claims, demands, damages, costs, in law or in equity which may arise out of this application/agreement, or arising out of any incident which occurs during the applicant's use of the space rented herein.

By signing this agreement, Vendor/Exhibitor agrees to the terms of this application/agreement.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_