



VENDOR APPLICATION

**The Annual Galena Summerfest is August 28th, 2021,
11 AM-11 PM, on Galena's Village Square.**

The non-profit Greater Galena Civic Association (GGCA) promotes communication and collaboration in the Greater Galena area to celebrate and promote our community. Summerfest is our premiere event that celebrates the end of summer with our entire community. Families come from all over to enjoy great music, delicious food and drink, shopping, a fun KidZone, catching up with friends and neighbors, and exploring all that makes our community so awesome!

This family friendly event, founded in 2009, starts with the support of people like you! We would love to have you as a vendor or participant. It takes a large amount of money and time to host Summerfest every year, so vendors, sponsors, volunteers, and in-kind donations of products or services are always appreciated.

Vendor 10' x 10' and 10' x 20' spaces are available and range from \$70-\$320 depending on what type of business you have. Non-profit spaces are free.

Applications are included and are online at www.GalenaSummerfest.com. We try not to have multiple vendors with the same products/services. Decisions are made on a first come first served basis, so submit your application and fees ASAP!

If you have questions, text Grace Piper at 614-769-3993 or galenavendors@gmail.com.

Mail checks to Greater Galena Civic Association, P.O. Box 154, Galena, Ohio 43021.

We look forward to seeing you at Summerfest! Thanks!!!

2021 Galena Summerfest Vendor Agreement

1. **HOURS:** Summerfest will be Saturday, August 28th, 2021, 11 AM–11 PM. All vendors must be set up and ready to serve customers by 11 AM. Vendors must staff their booths during festival hours.
2. **FEES:** Booth fees include water as needed for food vendors. Electric hook-ups cost extra. Fees must be received and paid in full no later than August 10th, 2021. We make every attempt not to duplicate services/products. Decisions are made on a first come first served basis, so submit your signed application and fees as soon as possible. Make your check payable to: Greater Galena Civic Association. Please note that fees are nonrefundable and failure to pay by the deadline may result in forfeiture of participation in the event. Submission of an application is not a guarantee of acceptance into the festival. We attempt to get a variety of vendors and not everyone may be a good fit for Summerfest. All vendors will be notified of their acceptance or denial of participation. If denied, checks will be returned to the vendor. *This event is rain or shine. No refunds will be given.*
3. **ELECTRIC:** All vendors requiring electric MUST provide a minimum of 100' of industrial or commercial cable for hook-up. You must supply your own four-wire 250-volt, 50-amp twist lock plug. *No one will be spliced into the electric board.*
4. **BOOTHS:** All equipment must be contained within your booth. Vendor areas include the street only. Sidewalks must be kept clear. We do not provide tents, tables, chairs, or ice to vendors. Your booth is entirely provided by you.
5. **SPACE ALLOCATION:** Vendors will not be assigned a space prior to the festival date. No vendor shall occupy any space other than the space they have been assigned. Any dispute will be decided by the vendor coordinator and/or festival committee. Disputes could result in the eviction of the vendor from the festival grounds.
6. **RIGHT OF SUSPENSION:** The vendor coordinator and/or festival committee reserve the sole and exclusive right to suspend, cancel, reject, or refuse to accept, without reason, any application or contract at any time. Any vendor whose application or contract has been cancelled, agrees to remove all of his/her property, personnel, etc. and vacate the festival grounds immediately.
7. **SANITATION:** The festival committee provides a dumpster for vendors and the festival. The trash containers located throughout the festival are for public use not vendor use. Each vendor is expected to keep your immediate area clean at all times. Cardboard and other items discarded must be broken down and taken to the trash dumpster provided by the festival committee. You are responsible for a trash receptacle for use at your booth. All vendors are responsible to clean up their space at the end of the event. Any vendor illegally dumping into the village storm drains will be banned from future events and could face fines and other penalties.
8. **FOOD, SALES & MENU:** ONLY food and drink items listed on the application and agreed upon with the vendor coordinator and/or festival committee can be sold during the festival. Signs and menus must list items and prices and should be professional in appearance,.
9. **FOOD LICENSE:** All food vendors must have a valid Ohio food license (section 3732.01 of the Ohio Revised Code).
10. **VENDOR LIABILITY INSURANCE:** Each vendor is required to carry liability insurance for bodily injury and property damage of \$1,000,000.00 (One Million Dollars) with additional insured to include the Greater Galena Civic Association and the Village of Galena. Evidence of such insurance should be by way of certificate issued by your insurance company and returned with this signed contract and fee for your spot.
11. **HOLD HARMLESS AGREEMENT:** Our festival committee and Greater Galena Civic Association members shall not accept any risk, nor be legally or otherwise responsible for any and all claims arising from the vendor's participation in the Galena Summerfest. This shall include loss of product for any reason, theft, vandalism, damages of any kind, and loss of business for any reason suffered by the applicant whether the vendor space is attended or unattended. Each vendor accepts total and sole legal responsibility for any claims brought forth by the patrons, suppliers, employees, families, operators, management, or anyone else including personal injuries of any kind.
12. **CONTRACT DEADLINE:** The deadline for receipt by the GGCA of the application, fees, and vendor liability insurance certificate is August 10, 2021.
13. **REFUND POLICY:** All participating vendors forfeit their right to any and all refunds. No refunds of any monies paid shall be made for any reason without the sole and exclusive decision of the Greater Galena Civic Association. The only refunds will be to vendors whose applications are denied or in the case of event cancellation.

Summerfest 2021 Vendor Application

Business Name: _____

Address: _____

Contact Person: _____

Business Phone: _____ Cell Phone: _____

Email: _____

TYPE OF BUSINESS & BOOTH SIZE

	<u>10'x10'</u>	<u>10'x20'</u>	
Arts/Crafts/Business	_____ \$70	_____ \$120	
Non-Profit/Public Service	_____ Free		
Food	_____ \$220	_____ \$320	_____ Water
Electric	_____ \$20		

Type of Products that you plan to offer (in order of importance):

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

My signature below acknowledges that I will be present and open between 11 AM–11 PM during the festival, except those without electric who may leave at dusk. I have received a copy of the festival rules and regulations and I agree to adhere to all of those rules.

Signature _____ Date _____

Check # _____ Amount \$ _____

Vendor Certificate of Insurance included _____ with GGCA and the Village of Galena listed as additional named insured.

Mail checks to the Greater Galena Civic Association at P.O. Box 154, Galena, Ohio 43021.

Applications without checks for sufficient funds will not be processed. We try not to have multiple vendors with the same products/services. Decisions are made on a first come first served basis, so submit your application and fees as soon as possible! Completed applications with fees and vendor's Certificate of Insurance must be received by the GGCA no later than August 10.