



## 2019 RETAIL & COMMERCIAL VENDOR APPLICATION

Thank you for your interest in participating as a vendor in the 21<sup>st</sup> annual Creekside Blues & Jazz Festival® ("CBJF") on June 14-16, 2019.

The CBJF, held annually in Gahanna, OH, features 50+ musical acts on five stages, delicious cuisine, regional artisans, tasting experiences, amusement rides and engaging family activities. The Festival draws an average of 32k – 35k attendees and is presented by the Gahanna Convention & Visitors Bureau ("Visit Gahanna"), a 501(c)(6) not-for-profit destination marketing organization.

**Application deadline: Complete application must be postmarked on or before Monday, April 1, 2019.**

**To be considered eligible for review, the following items must be submitted:**

- A completed, signed vendor application
- Applicable vendor fee
- Additional electric fees, if applicable
- \$250 refundable security deposit (to be returned/refunded after the event, pending vendor's compliance with all festival regulations)
- NEW:** If accepted: proof of current \$1,000,000 commercial general liability insurance, naming Gahanna Convention & Visitors Bureau and the City of Gahanna as additional insureds.
- New Vendors also must include at least three references from other festivals, current photos of your booth, and copies/photos of your products.

**NOTE: Submission of an application is NOT a guarantee of a vendor space.** Due to limited space and the high number of applications received, late or incomplete applications will not be considered. All complete applications will be reviewed for uniqueness, quality of product, reasonable pricing, appropriateness to event, similarity to other vendors, and prior festival experience. Acceptance/denial letters will be sent to applicants by April 15, 2019. All fees will be returned to any applicant who is not accepted, and those applicants will be added to a wait list for future consideration should additional space become available.

**Late or incomplete applications will not be reviewed. NO application will be considered unless all of the above required materials are submitted.**



## 2019 RETAIL & COMMERCIAL VENDOR RULES

**Approved Vendors.** Only pre-approved vendors are permitted within the festival grounds. No vendor shall share, assign, sublet or apportion any part of their space without prior written approval from the CBJF. Additionally, Vendors may not display corporate sponsor logos within CBJF grounds without prior written approval from the CBJF.

**Approved Products.** Only products that are listed on vendor's application AND pre-approved in writing by the CBJF may be sold/promoted at the Festival. The CBJF reserves the right to immediately terminate the sale/promotion of any item that has not been pre-approved. **NO Vendor may sell carbonated soft drinks or alcoholic beverages.** Only bottled water that is pre-purchased from the CBJF may be sold by any vendor within the CBJF grounds.

**CBJF Logo.** The Creekside Blues & Jazz Festival logo and name are trademarked property of Visit Gahanna. No vendor may use the Creekside Blues & Jazz Festival® logo without specific prior written approval from the CBJF.

**Electricity.** Each vendor receives access to COURTESY ELECTRIC (110v, 5a) ONLY. **LED lighting is required.** Any and all additional electric needs that exceed the courtesy electric provided must be communicated on the vendor application, and Vendor agrees to assume the cost of any additional electrical needs required. Rates for additional electric needs are listed on the application.

Should Vendor either fail to request or underestimate the electrical needs that are required at set up, an on-site surcharge of \$100 per 20 amp breaker (\$200 per 30 amp) and a \$30 service fee per call will apply. "Day of event" electric requests must be paid at the time of service. Vendor will be permitted to use only the electrical service of the nature and amount as approved by the CBJF.

Any tripping of breakers due to underestimation of electrical needs will result in a \$30 service fee, per call, to Vendor. Vendors must provide their own appropriate electrical cords based on their electric needs.

**Event Hours.** Vendors must be staffed and open for business during all posted operating hours of the CBJF:

Friday, June 14:	5 – 11 p.m.
Saturday, June 15:	11 a.m. – 11 p.m.
Sunday, June 16:	12 – 6 p.m.

**No late openings or early closings. No exceptions.** \*\*The CBJF is an ALL WEATHER event and will take place rain or shine.

**Insurance, Board of Health Requirements and Mifflin Township Division of Fire Policies.** Once approved, all vendors must provide the CBJF with proof of current \$1,000,000 commercial general liability insurance, naming the "Gahanna Convention & Visitors Bureau" and the "City of Gahanna" as additional insureds.

All vendors must be in compliance with regulations set forth by the Franklin County Board of Health and Mifflin Township Division of Fire. Failure to comply may result in closure of the vendor area.

**Refunds.** Any cancellations must be made in writing and forwarded to: Gahanna Convention & Visitors Bureau, Attn: CBJF Vendors, 167 Mill Street, Gahanna, Ohio 43230. Cancellation letters received on or before May 14 will receive a 50% refund of submitted vendor fees. Any cancellation received after May 14 will result in a forfeiture of all fees.

**Security Deposit.** A separate \$250 security deposit must be submitted with the vendor application. If your application is accepted, the security deposit will be held until after the event. The security deposit check will be returned to you no later than thirty (30) days after the Festival ends, provided that all regulations were met throughout the Festival. Non-compliance with any of the regulations set forth herein may result in forfeiture of your security deposit.

# 2019 CBJF RETAIL/COMMERCIAL VENDOR APPLICATION

**FOR USE OFFICE ONLY:**

- Signed Application
- Vendor Fee
- Electric Fees
- Security Deposit
- Current Insurance Certificate
- New Applicants: references/photos
- Complete \_\_\_\_\_

**Application Must Be Delivered or Postmarked On or Before**

**April 1, 2019**

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address/City/State/Zip: \_\_\_\_\_

Contact Phone # Pre/Post Festival: \_\_\_\_\_ Contact Phone # During Festival: \_\_\_\_\_

Email address: \_\_\_\_\_ Website: \_\_\_\_\_

**Vendor Space/Size Requested:**

When selecting size for vendor space, remember that all equipment must be contained within the total space purchased. Vendor space includes the street area only. Due to fire codes, sidewalks must be kept clear of all equipment, trash, and inventory.

**Retail** (Includes crafters, artisans, apparel sales, etc.)

10'x10' (\$395)                     
  10'x20' (\$645)                     
  10'x30' (\$750)

**Commercial** (Includes home improvement companies, newspapers, subscription sales, services, etc.)

10'x10' (\$800)                     
  10'x20' (\$1,500)                     
  10'x30' (\$2,000)

**\*\* Vendor Fee includes tent and sidewalls. Vendors are responsible for providing their own tables, chairs, and any and all materials needed for their displays, including but not limited to lighting, electrical cords, fire extinguishers, etc.**

\*Vendor space may not be changed after application is submitted unless approved by CBJF in writing prior to event.

**Electric Needs:**

\*All vendors receive one courtesy 110v/5amp circuit. **To access courtesy electric, vendors must provide their own UL listed heavy duty outdoor extension cord.** Vendors with additional electric needs must specify below and must provide appropriate extension cordage.

Yes, I need access to electric \_\_\_\_\_ No, I do not need access to electric \_\_\_\_\_

List all equipment beyond courtesy electric that will require electricity (use additional sheet if necessary):

Equipment _____ Amps _____	Equipment _____ Amps _____
Equipment _____ Amps _____	Equipment _____ Amps _____
Equipment _____ Amps _____	Equipment _____ Amps _____

Electric needs beyond courtesy electric will incur the following additional charges:

- **110v (\$60 per 20amp breaker): # needed \_\_\_\_\_ x \$60 = \_\_\_\_\_**
- **220v (\$120 per 30amp breaker): # needed \_\_\_\_\_ x \$120 = \_\_\_\_\_ = \$\_\_\_\_\_ Total electric**

**Day of Event Charges:** Electric requests that are not pre-ordered but are required on day of set up will incur a \$100 surcharge per 20 amp breaker (\$200 surcharge for 30 amp). Any tripping of breakers due to underestimation of electrical needs will result in a \$30 service fee, per call, to be charged to vendor and payable upon service.

**Items to be Sold or Promoted:**

In order of importance, list below the type of product(s) (along with proposed pricing, if applicable) of items that you would like to sell, promote and/or give away at the Festival. (Continue on back or use additional sheets, if necessary.) The CBJF reserves the right to limit the products that may be sold or given away in order to avoid duplication of product and/or conflicts with sponsorships.

- (1) \_\_\_\_\_
- (2) \_\_\_\_\_
- (3) \_\_\_\_\_
- (4) \_\_\_\_\_
- (5) \_\_\_\_\_

**By initialing below, I acknowledge and agree that:**

\_\_\_\_\_ **I have received, reviewed, and hereby agree to comply with the 2019 CBJF Retail & Commercial Vendor Rules and Regulations.**

\_\_\_\_\_ **I understand that failure to comply with the CBJF Vendor Rules and Regulations may result in immediate removal from the CBJF and/or forfeiture of my vendor fees, security deposit, and any other fees that have been submitted.**

\_\_\_\_\_ **My booth will be open and staffed during all operating hours of the CBJF as required by the Vendor Rules and Regulations.**

\_\_\_\_\_ **Once accepted as a Vendor, I will supply proof of current \$1,000,000 commercial general liability insurance, naming Gahanna Convention & Visitors Bureau and the City of Gahanna as additional insureds.**

\_\_\_\_\_ **I have included the following:**

- Completed Vendor Application
- Applicable Vendor Fee
- New Applicant: references, photos
- \$250 Security Deposit
- Additional Electric Fees (if applicable)

Signature: \_\_\_\_\_

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

**Late or incomplete applications will not be reviewed.**

**No application will be considered unless all required fees and documents are received.**

Return completed application, fees and required materials to:

**Gahanna Convention & Visitors Bureau**

**Attn: CBJF Vendors**

**167 Mill St.**

**Gahanna, OH 43230**