



## 2021 FOOD VENDOR APPLICATION

Thank you for your interest in participating as a food vendor at Creekside Blues & Jazz Festival® ("CBJF") on September 17-19, 2021.

The CBJF, held annually in Gahanna, OH, will feature musical acts on two stages, delicious cuisine, regional artisans, and more. The Festival 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 received  
by Friday, May 31, 2021.**

**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 (separate check to be returned after the event, pending vendor's compliance with all festival regulations)
- After being accepted as a Vendor, you agree to supply CBJF with 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 menus/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 notices will be sent to applicants by June 25, 2021. 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.**

Visit Gahanna: [info@VisitGahanna.com](mailto:info@VisitGahanna.com) or 614-418-9114



## 2021 VENDOR RULES & REGULATIONS

**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 at the Festival. The CBJF reserves the right to immediately terminate the sale 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, September 17:	5pm–11pm (Gates open at 4pm)
Saturday, September 18:	2pm –11pm (Gates open at 1pm)
Sunday, September 19:	12pm–5pm (Gates open at 11am)

**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. This includes any and all Covid-19 Protocols still in place for CBJF. 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, 110 Mill Street, Gahanna, Ohio 43230. Cancellation letters received on or before August 16, 2021, will receive a 50% refund of submitted vendor fees. Any cancellation received after August 16, 2021, 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.

# 2021 CBJF FOOD VENDOR APPLICATION

**Application Must Be Delivered or Postmarked by May 31, 2021**

**FOR OFFICE USE ONLY:**

\_\_\_ Signed Application \_\_\_\_\_

\_\_\_ Vendor Fee \_\_\_\_\_

\_\_\_ Electric Fee \_\_\_\_\_

\_\_\_ Security Deposit \_\_\_\_\_

\_\_\_ New Applicants \_\_\_\_\_

\_\_\_ Current Insurance Certificate \_\_\_\_\_

\_\_\_ Approved list \_\_\_\_\_

\_\_\_ Complete \_\_\_\_\_

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.

Check one: \_\_\_ Trailer \_\_\_ Food Truck \_\_\_ Tent

Dimensions of trailer/truck (including tongue and access) or tent: \_\_\_\_\_

\_\_\_ \$425: 10' frontage \_\_\_ \$700: 11'-20' frontage \_\_\_ \$900: 21'-30' frontage \_\_\_ \$1075: 31'-40' frontage

\*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.

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.

**Water Needs:**

For access to the complimentary water supply, vendor must provide a 100' food grade, pesticide free hose, and gray water container. *No exceptions.*

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

**Items to be Sold:**

In order of importance, list the product(s) **and pricing** of items that you would like to sell during the CBJF (*continue on back or use additional sheets, if necessary*). The CBJF reserves the right to limit the products that may be sold 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 2021 CBJF Vendor Rules & Regulations.

\_\_\_\_\_ I understand that failure to comply with the CBJF Vendor Rules & Regulations or Covid-19 Protocols 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 & Regulations.

\_\_\_\_\_ If 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
- Additional Electric Fees (if applicable)
- \$250 Security Deposit
- New Applicant: references, photos

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  
110 Mill St.  
Gahanna, OH 43230**