



Thank you for your interest in participating as a food vendor in the 14th annual Creekside Blues & Jazz Festival ("CBJF") on June 15-16-17, 2012

The Creekside Blues & Jazz Festival is a three day cultural celebration featuring hundreds of musicians, delicious cuisine, artisans from the region, amusement rides and engaging family activities. The festival is presented by the Gahanna Convention & Visitors Bureau, a 501c(6) organization (collectively referred to as CBJF) herein.

Please follow the application instructions carefully and note that the deadline for submitting the application to the CBJF is March 16, 2012. We are unable to accept late applications from food vendors due to limited space and the sheer volume of vendors wishing to participate in the CBJF. No vendor application is guaranteed. All applicants will be notified of acceptance status by letter, to be mailed no later than April 1, 2012.

The following items must be completed and enclosed for the application to be considered:

References from other Festivals and current photos or color photocopies of your products and booth, menus, brochures (necessary only if new vendor to CBJF)

Copy of your current liability insurance

Vendor Space Fee

Electricity Fee

\$250 Security Deposit

Completed, signed applications

Please review the attached vendor information and application. Questions should be communicated via e-mail to info@creeksidebluesandjazz.com



2012 FOOD VENDOR APPLICATION

Company Name _____ Contact Person _____

Address/City/State/Zip _____ Phone # _____

Email address _____ Contact Phone # During Festival _____

Application must be postmarked by March 16, 2012

Incomplete applications will not be reviewed until deposit, vendor fee and electric fees are received.
Late applications will not be accepted. Please return application, fees and deposit to:

**Gahanna Convention & Visitors Bureau
167 Mill Street
Gahanna, OH 43230
614-418-9114**

Vendor Size Requested:

Up to 10' frontage ____ (\$375) 11-20' frontage ____ (\$625) 21-30' frontage ____ (\$800)

Tent dimensions? _____ Trailer dimensions, including tongue? _____

Electric Requested:

110v needs (\$50 per 20a)

220v needs (\$100 per 30a)

Equipment _____ Amps _____ Equipment _____ Amps _____

Equipment _____ Amps _____ Equipment _____ Amps _____

Water Requested:

For access to the complimentary water supply, you must provide a 200' RV grade, pesticide free hose and grey water container. No exceptions.

Yes, I need access to water _____ No, I do not need access to water _____

In order of importance, list the type of product(s) that you wish to sell:

- (1) _____ (2) _____ (3) _____
(4) _____ (5) _____

Please review the attached Food Vendor Information Sheet for more information about vending at the Creekside Blues & Jazz Festival. For questions, please call the Gahanna CVB at 418-9114 or e-mail to info@creeksidebluesandjazz.com.

My signature acknowledges that I will be present and my booth will be open and staffed all CBJF hours. I have received, reviewed and agree to all rules and regulations set forth by Festival staff and understand that failure to do so can result in immediate expulsion without refund. I have included with this completed, signed application the following – vendor space/electricity fees, deposit check, current liability insurance.

Signed _____

Date _____



2012 VENDOR RULES & REGULATIONS

Applications and payment (both vendor fee and security deposit) must be postmarked by Friday, March 16, 2012.

Vendor Set-up & Staffing

- Vendors will receive confirmation of set-up time approximately two weeks prior to Festival.
- Vendors must check in with Festival Representative at designated check-in area prior to set-up. No exceptions.
- Vehicles are allowed in Festival site during set-up/clean-up times only. Failure to remove cars/delivery trucks from Festival grounds prior to 3:00 p.m. on Friday will result in vehicle being towed at owner's expense.
- Vendor personnel must manage booths during the posted operating hours of Festival
 - Friday, June 17 – 5:00 p.m. – 11:00 p.m.
 - Saturday, June 18 – 11:00 a.m. – 11:00 p.m.
 - Sunday, June 19 – 12:00 noon – 6:00 p.m.

No late openings. No early closings. No early breakdowns. No exceptions.

The Creekside Blues & Jazz Festival ("CBJF") will take place rain or shine.

Approval of Vendors

Only pre-approved vendors are permitted on the Festival grounds. No vendor shall assign, sublet or apportion any part of their space without prior approval from the Creekside Blues & Jazz Festival (CBJF) Vendor Coordinator.

Vendor Space Requirements

All equipment must be contained within the total space purchased. For example, if you have a 10x20' trailer and need additional space outside for a condiment table, grills, fryers, etc., you must purchase additional frontage.

Vendor space frontage includes the street area only. Sidewalks behind vendor spaces must be kept clear of equipment, trash, and inventory at all times due to fire and safety regulations.

Approval of Products

All food and beverages sold at the Festival must be pre-approved by the CBJF.

Vendor is prohibited from selling any product/item that is not pre-approved by the CBJF and that otherwise would be inconsistent with any sponsorship agreement that the Gahanna Convention & Visitors Bureau may have with any third party. The CBJF reserves the right to immediately terminate the sale of any item by a vendor that has not been pre-approved.

The CBJF reserves the right to be the exclusive seller and provider of all carbonated soft drinks and alcoholic beverages. While Vendors are permitted to sell bottled water of an official sponsor at pre-approved prices on the Festival grounds, any and all water sold must be pre-purchased from the Festival at a discounted price for re-sale to the public at a pre-determined minimum sales price. Any other beverages sold must be pre-approved by the CBJF.

General Requirements

The CBJF, in its sole discretion, shall determine Vendor locations. Vendors agree to accept vending locations as is. The CBJF may reassign vending locations from year to year.

Vendor acknowledges that neither the CBJF nor the Gahanna CVB make any representations and/or warranties regarding anticipated sales or sales opportunities.

No vendor is allowed to set up or sell any products outside of their assigned areas (your 10', 20' or 30' frontage).

Vendors may distribute complimentary "samples" of their product, with "sample size" not to exceed 4 ounces. Distribution must take place within your "assigned area" only.

So as not to conflict with the music on our stages, radios and/or audio systems are not allowed in any booth

Nothing in this document shall be interpreted to confer any exclusive rights to any vendor, including but not limited to the exclusive right to sell any individual product or service. The CBJF reserves the right to sell any product and/or have more than one vendor sell the same or similar products.

No vendor is permitted to use the Creekside Blues & Jazz Festival logo without specific prior written approval from the CBJF.

Vendors are responsible for their own displays, tables, chairs, set-up, rain protection, electric cords, water hoses, gray water containers, fire extinguishers, parking, ice, etc.

Vendors and its staff, employees, volunteers, contractors and agents shall leave the Festival grounds in the condition in which it was provided. This means that vendors shall not damage the facilities, buildings, trees, pavement, and other property located on the Festival grounds.

Vendors are responsible for any damages caused by it and its staff, employees, volunteers, contractors, or agents.

Conduct

Vendor and its employees, staff, volunteers, contractors, or agents are prohibited from taking any action that would be inconsistent or in violation of any State of Ohio Liquor Permit that the Gahanna CVB or CBJF or any other party/sponsor may have obtained including, but not limited to, providing their own alcoholic beverages on the Festival grounds.

The Festival is intended to have a family atmosphere and to be appropriate for Gahanna residents, guests and other visitors. As such, vendor and/or its employees, staff, volunteer, contractor or agent shall be prohibited from engaging in any conduct, action, gestures or language that would be inappropriate in such a setting.

Weapons

Vendors and its staff, employees, volunteers, contractors, and agents are prohibited from carrying in a concealed manner or otherwise bringing onto Festival grounds any firearms, knives, stun guns, tasers or any other item that may be used as a weapon.

The CBJF reserves the right to inspect, at any time, any tent or tenant space on Festival grounds if it suspects that a vendor or its staff, employees, volunteers, contractors or agents have carried prohibited items onto Festival grounds.

Security

Neither the CBJF nor the Gahanna Convention & Visitors Bureau (CVB) is responsible for any loss or damage incurred to the vendors' physical property or stock. The vendor agrees to hold harmless and indemnify the CBJF and/or the Gahanna CVB against any claims arising by virtue of their occupancy of the premises or use thereof.

While the CBJF provides overnight security to patrol the festival premises, the CBJF does not guarantee or warrant that all equipment and items left behind will be protected. The CBJF strongly recommends packing and/or otherwise securing any valuable products or equipment left overnight. The CBJF and the Gahanna CVB are NOT responsible for any products left unattended or unsecured.

Trash, Recycling and Cleanliness

The CBJF will provide trash dumpsters for use by vendors. Vendors are responsible for transporting their own bulk trash to the proper dumpster locations. No trash is to be left at vendor space or at trash bins provided for use by general public.

The CBJF will provide recycling containers. Please make all efforts to recycle any recyclable materials.

Help us keep the streets/sidewalks of Gahanna clean! #15 roofing paper must be placed under EVERY food Vendor location, prior to setting up their booth.

Electric/Utility Connections

The CBJF will contract with a third party to provide COURTESY ELECTRIC (110v, 5a) for use by vendors.

Vendors must pay for any and all other electrical needs that exceed the courtesy electricity provided and must provide their own a 200' three prong UL listed outdoor extension cord. Any tripping of breakers due to underestimation of electrical needs will result in a \$20 service fee (per call) to the Vendor.

Third party electrical services are contracted by the Gahanna CVB and CBJF solely for the convenience of vendors and without warranty and/or representations. Vendor specifically acknowledges and agrees that the Gahanna CVB and CBJF shall have no liability for any claims whatsoever relating to the provision of electrical power or for any failure to provide, or interruption in the provision of, electrical power.

Insurance, Board of Health Requirements and Mifflin Township Fire Department Policies

Food Vendors must be in compliance with regulations set forth by the Franklin County Board of Health. Failure to comply could result in closure of the food area.

All Vendors selling food must provide the Gahanna CVB with proof of current commercial general liability insurance.

Food Vendors are required to supply their own Class K fire extinguisher and are subject to inspection (prior to opening of the Festival) by the Mifflin Township Fire Department

Refunds

All cancellations by vendors must be made in writing and mailed to: Gahanna Convention & Visitors Bureau, 167 Mill Street, Gahanna, Ohio 43230. Cancellation letters received on or before May 15 will receive a 50% refund of submitted vendor fees. Cancellation letters received after May 15 will receive no refund.

Security Deposit

A \$250 security deposit is required to be submitted along with vendor fees at the time of vendor application. If your application is accepted, your vendor fee payment will be cashed, while your security deposit check will be held until after the event. The security deposit check will be returned to vendor no later than June 30th, if vendor has consistently met all vendor regulations identified herein throughout the duration of the Festival. Any vendor non-compliance with any of the regulations set forth herein will result in forfeiture of the security deposit.



2012 Creekside Blues & Jazz Festival
June 15-16-17

FOOD VENDOR INFORMATION

Application Deadline is March 16, 2012

What is the Creekside Blues & Jazz Festival?

The CBJF is a three day cultural celebration featuring hundreds of musicians, delicious cuisine, artisans from the region, amusement rides and engaging family activities. The event, presented by the Gahanna Convention & Visitors Bureau, began more than 10 years ago as a one day dedication of Gahanna's new Creekside Park area and the beginning of Olde Gahanna's revitalization. The CBJF has experienced unprecedented growth in attendance (42,000 in 2010) and has truly become more than a celebration of music, food and fun; it has become a premiere family summer event.

Who is eligible to apply?

Applicants must be a year round and/or seasonal operation with proven festival operational experience. Applicants must have all necessary licenses and insurance. The owner takes full legal responsibility for participation and is the party for whom all transactions will be conducted.

How do I apply?

Complete the application and make sure it is **postmarked by Friday, March 16**. New vendors must send photos of their current products and booth, menus, brochures and/or website link.

Vendor Selection Criteria

Vending spots are limited due to space constraints. In 2012, we anticipate approximately 20-22 food vendors. The CBJF will review all applications and accompanying materials. Vendors are given preference based on the following criteria:

- Quality, originality, appropriateness
- Attractive serving areas
- Solid track record with Festival or strong references from other Festivals
- Reasonableness of pricing

Questions?

Visit our website at www.creeksidebluesandjazz.com or call the Gahanna CVB at 614-418-9114

Do I need to submit vendor fees, electric fees and the \$250 security deposit at this time?

Yes. Full payment for vendor fees, electric and the security deposit is due on March 16, along with your application. Any vendor that is not accepted will receive a full refund of fees. If your application is accepted, your vendor payment and electric fees will be deposited, and your security deposit will be held until after the event.

Timeline

March 16	Applications postmarked
April 1	Acceptance, decline letters sent

Fees

Vendor fee includes water and courtesy electric. All equipment (grills, fryers, condiment tables, etc.) must be contained within the total space purchased.

10 x 10	\$375
10 x 20	\$625
10 x 30	\$800

Electric

The CBJF will provide courtesy electric only (110v, 5a). Vendors must pay for all other electrical needs at the following rates.

220v	\$100 per 30a
110v	\$50 per 20a

What about beverages?

The CBJF reserves the right to be the exclusive seller of both carbonated soft drinks and alcoholic beverages. While vendors are permitted to sell bottled water on the Festival grounds, any and all water sold must be pre-purchased from the CBJF at a discounted price for re-sale to the public at a pre-determined minimum sales price. All other beverages must be pre-approved.

Return completed application to
Gahanna Convention & Visitors Bureau
167 Mill Street
Gahanna, OH 43230