



INTERNAL
USE ONLY

Street- _____

Area/Row #: _____

Site #: _____

**2020 Vendor Application Form
SCARECROW FESTIVAL**

Located at the Downtown Washington Court House Ohio 43160 –Google map-105 N. Main Street -43160

- **Event Date & Time: SEPTEMBER 18,19,20 2020 -Friday, Noon-11pm, Saturday- Noon-11pm, Sunday- Noon-4pm**
- Event set up will begin at 11:00am.-6:00pm Thursday, September 17th, Before 11 am September 18th & Vendor Tear Down- Sunday, Sept.20th-**after 4pm** *Vendors requested to stay throughout the event time specified, unless prearrangements been approved with Scarecrow Festival Board.
- Our goal is to remain at full capacity for all patrons participation through the entire event. SFC is not responsible for items left unattended.
- Scarecrow Board reserves the right to place vendors at best possible location. Same booth spaces are encouraged, but not guaranteed every year.
- All Vendors Must Check-In at the Scarecrow Board Booth. Full payment must be made before the event. If payment isn't received by the deadline date on the application, your application will be void and spot could be given away. No money will be collected at the event.
- All Vendors Must set up in assigned areas and have all delivery vehicles removed before 11 am the day of event. No vehicles within event area.
- All Vendors Must provide their own manufactured tent canopy, supports, tables, table covers, chairs & lights. All trash must be bagged and disposed in designated areas daily. All greases are **NOT** to be disposed on city streets, gutter areas, or porta-johns. THIS IS STRICTLY ENFORCED.
- All Vendors must provide minimum 50-100ft UL rated extension cords, 50'-100 water hose, and Required Fire Extinguisher (contact local FD).
- Scarecrow Board reserves the right to deny any entry for betterment of the overall event.
- The Festival is an outdoor festival. No deposits/payments will be refunded due to inclement weather, application withdraw within 30 days of the event date, or "no shows" the day of event. It is encouraged to bring supports your tent for inclement weather wind/rain conditions.
- Scarecrow Festival Board does not carry insurance to cover your personal property and will not be responsible for any accidents, or any lost, stolen or damaged personal property and you are advised to obtain your own personal/ property insurance.
- It is the responsibility of each vendor to obtain an Ohio Vendor's license and keep accurate records of sales for tax purposes.
- All vendors are responsible for obtaining food or any permits required by the Fayette County Board of Health Department.

Group/Company/Business Name: _____

Contact Person: _____ Phone: _____ Day of Event Phone: _____

E-Mail: _____ Fax: _____ Cell: _____

Address, City, State & Zip: _____

Organization Type: Business: _____ Informational: _____ Non-Profit: _____ Individual/Personal Sales: _____

Civic/Service Organization: _____ Church: _____

Vendor Type: Food/Concessions/Trailer: _____ Small Food/Tent: _____ Commercial/Retail: _____ Craft/Handmade: _____

TOTAL MAX Space Needed: _____ (Most spaces are 10X10(average parking space width) Please measure for accuracy, once vendor spaces are set it is very difficult to adjust area during the day of the event. You will remain in space size as requested.

Water Needed: _____ YES _____ NO (responsible for your water attachments and protective coverings-may be in patrons walkpath)

Electric Needed: _____ YES _____ NO _____ 110 _____ 220 Total Amp? _____ Ice Truck? _____ Amp for Truck? _____

Brief Description of Entry: _____

Please complete and return this entry form along with vendor fee written to: **Scarecrow Festival, c/o Kelley Ford 105 N. Main Street., Washington Court House, Ohio 43160 OR Email to: KFord@CityofWCH.com** (Please indicate: "Scarecrow Event" in subject line of email) **or Fax to (740)636-2349.** Questions regarding the event may also be directed to Kelley Ford 740-636-2340, Mekia Rhoades 740-572-2918, visit: [Facebook.com/ScareCrowFestival](https://www.facebook.com/ScareCrowFestival) for all the upcoming detail.

FINAL APPLICATION & PAYMENT DEADLINE: 9/3/2020 Payments MUST be made by this date- before acceptance to event.

<p>Entry Fee: Per space/Booth Space: 10 ft wide x 10 ft long (Ave Parking Space).</p> <p>_____ \$ 75.00 Vendor Fee/Craft/Handmade/Non-profit</p> <p>_____ \$100.00 Informational/Commercial Vendor</p> <p>_____ \$150.00 Small Commercial Food or Add Space (10ft wide)</p> <p>_____ \$400.00 Large Commercial Food Concessions (*see below)</p>	<p>*Pay by Check, Cash, Money Order:</p> <p>*Check#: _____</p> <p>*Cash: \$ _____</p> <p>*Date Paid: _____</p> <p>*****</p>
<p>(*If your TOTAL MAX equipment/trailer/serving area, is UNDER 20ft, then 2 spaces is needed/if you have over 20 ft. food/serving area you will need 3 spaces etc.)(2 space minimum for large commercial food) Small must fit within 10x10 space)</p> <p>Total Space Needed: _____ Vertical _____ Horizontal _____ *Large Food additional fee \$150 for any space thereafter. 2 spaces minimum.-(2 spaces-\$400.00 (30 ft sp \$550.00)*Please secure tents and all items for inclement weather and if booth is left unattended. SFB is not responsible for lost or stolen items. <u>Vendor Tents/Set up must remain the entire event for security of patrons, unless the event is cancelled by Committee. Thank you very much! ***Subject to additional changes closer to the 2020 event.</u></p>	