



ANNUAL LIGHT UP THE SKY FESTIVAL JULY 4

VENDOR APPLICATION AND CONTRACT FOR BOOTH SPACE

Application must be completed in full and returned to:

Monroe Lions Club
P.O. Box 220
Monroe, Ohio 45050

Payment in full must accompany this application. Returning vendors who wish to have the same booth space/location area as last year will receive priority if their application is received no later than April 15. All other applications are due by May 15 and will be accepted only as space is available.

- For question regarding Food Booths contact Larry Staub at (937) 604-5697.
- For questions regarding Craft Booths contact Kelly Meyer at kellymeyerdvm@gmail.com.
- For all other questions contact Leslie Sumner at monroelions@yahoo.com.

Please print clearly. Incomplete information on this application may delay acceptance into the festival.

1. NAME OF BOOTH (for publicity): _____

2. CONTACT NAME: _____

3. DAYTIME PHONE: _____ EVENING PHONE: _____

4. STREET ADDRESS: _____ CITY, STATE: _____

5. EMAIL ADDRESS: _____

6. TYPE OF BOOTH (check one):

FOOD POLITICAL COMMUNITY INFORMATION

ARTS & CRAFTS (check one): HANDMADE BY ME HANDMADE BY OTHERS FACTORY MADE

NO BEVERAGES MAY BE SOLD WITHOUT THE PRIOR CONSENT OF THE MONROE LIONS CLUB

LIST THE TYPE OF ITEMS TO BE SOLD AT YOUR BOOTH. PLEASE CONTINUE ON THE BACK IF NECESSARY:

7. I WILL HAVE A: TENT CANOPY TRAILER

DIMENSIONS OF SHELTER IN FEET: _____ x _____ ft.

8. I WILL USE PROPANE: ___YES___NO

9. THIS IS A: ___NEW BOOTH___RETURNING BOOTH. PRIOR BOOTH NUMBER: _____

10. ___I REQUEST THE SAME BOOTH SPACE. Applications received after April 15 will be honored on a first come, first serve basis.

11. ___I DO NOT NEED ELECTRICITY (electricity not supplied unless requested)
___I NEED ELECTRICITY: Basic minimum electricity: one 110 volt, 20 amp circuit
___MORE ELECTRICITY: ___PLUS additional 110 volt, 20 amp circuit
___PLUS additional 220 volt, 30 amp circuit

12. LIST EACH PIECE OF ELECTRICAL EQUIPMENT YOU PLAN TO PLUG IN. You must provide any specific receptacles. The Monroe Lions Club reserves the right to not supply electricity for any items not listed or to shut down any booth that causes electrical outages.

ITEM (fryer, heat lamp, etc.)	VOLTS	WATTS	AMPS

13. FEES:

ARTS & CRAFTS VENDORS: 10ft deep x 10ft wide: \$50.00
10ft deep x 20ft wide: \$100.00
FOOD VENDORS: 10ft deep x 10ft wide: \$75.00
10ft deep x 20ft wide: \$150.00
10ft deep x 30ft wide: \$225.00

MAKE CHECK OR MONEY ORDER PAYABLE TO: MONROE LIONS CLUB

AGREEMENT. Pursuant and subject to all terms and conditions of the Light Up The Sky Festival, the undersigned desires to reserve space at the Light Up The Sky Festival to be held on July 4. I have read and agree with the attached Booth Vendor Rules & Regulations.

Signature_____Date_____

Print Name_____

Monroe Light Up The Sky Festival

July 4

Booth Vendor Rules and Regulations

Date: July 4 only

Time: 12 noon – 11:00PM

Location: Monroe Community Park, located on Cincinnati-Dayton Road in Monroe, Ohio 45050

Facilities: The Light Up The Sky Festival provides assigned space only. Vendors must provide their own booth structure or tent and all licenses or permits that may apply.

Rules:

- All booths must be in place by 11:00am on July 4 and open for business by noon. You may start set up on July 3 after 3:00pm.
- Tents must be grounded with sufficient weights. Holes or damage to pavement or surrounding landscaping is not permitted. Violation of these rules will result in repair costs being charged to the vendor, the loss of booth fees and the vendor will be ejected from the Festival with the loss of return privileges.
- The Festival does not guarantee the exclusivity of any arts or craft item to any vendor.
- Pack up and tear down should not take place until after the Festival concludes at 11:00pm. Non-food vendors may begin pack up and tear down at 10:00pm, however, no vehicles will be permitted into the Festival area until after 11:00pm.
- All booths must be family oriented. Failure to remove inappropriate items upon request by the Festival organizers will result in expulsion from the Festival and loss of booth fees and return privileges.
- All electrical equipment must be compatible with Ground Fault Interrupter (GFI) circuitry. No portable generators are permitted.
- Booths with electrical, gas or fire heating equipment must comply with all fire regulations, including but not limited to having at least one charged and functioning 10 pound ABC fire extinguisher.
- All applications will be reviewed on a first come, first serve basis. If not accepted, your application and check will be returned.
- Checks returned by the bank will result in a \$30 fee charged to you.
- No refunds will be provided for withdrawal from the Festival. Festival is rain or shine.
- Booth restrictions. Restrictions include but are not limited to:
 - Cardboard boxes may not be used to display items
 - Only those items listed on the contract may be sold
 - All items shall be sold in the booth area only. Roving sales, hawking, obstructive signs and public address systems are prohibited.
- Your application must include:
 1. A completed application form
 2. Certificate of insurance
 3. Full payment in the form of a check or money order
 4. Photos of your booth and/or what you intend to sell
- The deadline for applications is May 15. All requirements must be satisfied by May 30.
- To the fullest extent permitted by law, the vendor agrees to defend (including attorney's fees), pay on behalf of, indemnify, and hold harmless the Monroe Lions Club, The City of Monroe, their elected and appointed officials, employees and volunteers and others working on behalf of these entities against any and all claims, demands, suits or loss, including all costs connected therewith, and for any damages which may be asserted, claimed or recovered against or from the entities, their elected and appointed officials, employees, volunteers or others working on behalf of the entities, by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with this agreement.