



# 2019 FOOD VENDOR APPLICATION

SEPTEMBER 20th, 21st & 22nd, 2019

Held at Freshwater Farms of Ohio,  
One mile north of Urbana at 2624 US Hwy. 68  
[www.ohiofishandshrimpfestival.org](http://www.ohiofishandshrimpfestival.org)

## APPLICANT INFORMATION

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

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

\*Phone #: \_\_\_\_\_ Alternate Phone #: \_\_\_\_\_

\*Mailing Address: \_\_\_\_\_

\*City: \_\_\_\_\_ \*State: \_\_\_\_\_ \*Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_

Website/Facebook Page: \_\_\_\_\_

\*Do you plan to accept credit cards as payment?  Yes  No  Undecided  Doesn't Apply

\*I will bring a  Pop-up Tent  Trailer  Other: \_\_\_\_\_

*\*Required Fields*

## BUSINESS INFO. & BOOTH INTENT

Give a detailed description of your business and what you plan to sell at your booth.

**FOOD VENDORS ARE REQUIRED** to submit a detailed menu and a proposed booth layout and are HIGHLY encouraged to include seafood or seafood themed items on their menu. (Attach separate pages as needed. Include photos of your food truck/trailer/set-up if possible.) Only the items you list on this application will be approved. If you have additional items that you'd like to add, you must contact us no later than Monday, September 2nd, 2019 for approval. Failure to do so may result in us requiring you to stop the sale of that item during the festival.

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## OFFICE USE ONLY

VENDOR IS APPROVED - Date \_\_\_\_\_

Notes:

PAYMENT RECEIVED - Date \_\_\_\_\_

Circle Payment Type: Cash Credit Check # \_\_\_\_\_

QUALIFIES FOR A NON-PROFIT REFUND

Refund Mailed on \_\_\_\_\_ Check # \_\_\_\_\_

No refund. Didn't fulfill participation requirement.

**Be sure to fill out and send in BOTH SIDES of this application.  
INCLUDE your full menu and proposed booth layout with dimensions.**

**APPLICATION DEADLINE - AUGUST 12TH, 2019**

Advanced Registration Rate through June 10th. Regular Registration Rate June 11th - August 12th.  
Final payment must be submitted on or before above dates for rate to be applied and application to be accepted.

**IMPORTANT**

**Before making your booth selection:** Keep in mind that ALL of your equipment will need to fit within the selected booth space as you will have neighboring vendors close by. NO passenger vehicles permitted within your booth space. (See the vendor rules for more details.)

The OFSF Committee may:

(1) Deny your application if we have already approved another vendor that has a very similar menu or  
or

(2) Approve your application on the condition that you remove specific items from your menu that another vendor has already been approved to sell in order to minimize direct competition between vendors.

**EXCLUDES:**

ALL seafood dishes, beverages & common side dish items such as french fries, coleslaw, etc.

**Questions?**

Contact Andrea  
eventmanagerffo@gmail.com  
937-652-3701

**FOOD VENDOR BOOTH FEES**

	ADV. RATE	REG. RATE
<input type="checkbox"/> <b>PREMIUM Booth, 15'x25'</b> (25' Frontage. <i>Only 1 Available. In Beer Garden - See Map.</i> ) Seafood <b>MUST</b> be the <b>MAIN</b> focus of your menu. No generators allowed. <i>- Mark your 2nd &amp; 3rd (if applicable) choices below in case this booth is already taken.</i>		\$600
<input type="checkbox"/> <b>PRIME Booth, 15'x25'</b> (25' Frontage. <i>Only 4 Available. See Map.</i> ) You <b>MUST</b> have at least one seafood item on your menu. <i>- Mark your 2nd choice below in case these booths are already full.</i>	\$450	\$480
<input type="checkbox"/> <b>15'x20' Booth</b> (20' Frontage)	\$275	\$305
<input type="checkbox"/> <b>15'x30' Booth</b> (30' Frontage)	\$375	\$405
<b>Booth Fee TOTAL:</b>		<b>\$</b>

See map of vendor layout for more details regarding booth locations.

**ELECTRICAL OPTIONS**

<input type="checkbox"/> No Electrical Connection Needed	\$0
<input type="checkbox"/> One, Shared <b>115V</b> Circuit (For lights or small appliance only.)	\$20
<input type="checkbox"/> One, Dedicated <b>115V</b> Circuit up to <b>20 amps</b>	\$40
<input type="checkbox"/> One, Dedicated <b>115V</b> Circuit up to <b>30 amps*</b> (NEMA TT-30 RV Plug)	\$70
<input type="checkbox"/> One, Dedicated <b>220V</b> Circuit up to <b>50 amps*</b> (NEMA 14-50 RV Plug)	\$150
<input type="checkbox"/> I would like to bring my own generator ( <i>By Approval Only</i> ) <i>The following answers will help us determine booth placement. Generator noise can interfere with the live music, so booth placement may be affected.</i> Is generator part of your unit or a stand alone? _____	\$0
<b>Electrical TOTAL:</b>	
<b>\$</b>	

\*These connections are limited and will be assigned on a first-come, first-served basis.

**WATER CONNECTION**

<input type="checkbox"/> Water Hook-Up (Health Dept. Approved)	\$30
<b>Water Fee:</b>	
<b>\$</b>	

NOTE: We will have ice on-site available by PRE-ORDER ONLY. Contact us no later than September 1st if you're interested in placing an order.

**TOTAL Fees Due Upon Approval:** **\$**  
*Do Not Send Payment Until You Have Been Approved.*

**1** **MAIL to:**  
Freshwater Farms of Ohio  
Attn: OFSF Committee  
2624 N. U.S. Highway 68,  
Urbana, Ohio 43078  
OR

**EMAIL** a Scanned Application to:  
ofsfinfo@fwfarms.com

**2** We will notify you once your application has been approved or denied.

**3** Once approved, we will hold your booth space for 7 days or until payment is received (whichever comes first). If payment has not been received within 7 days of acceptance, we may give your space to another vendor.

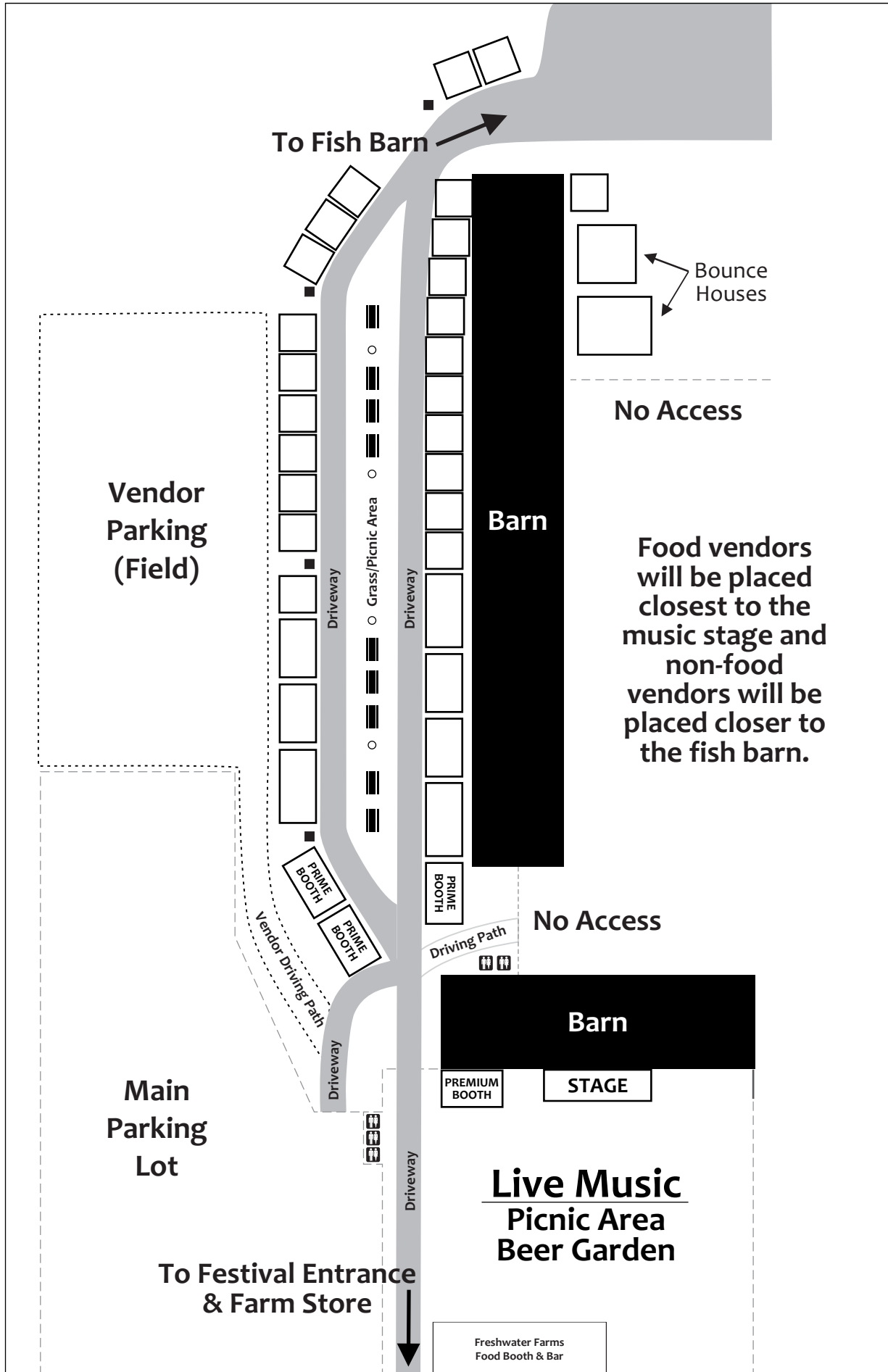
**PAYMENT OPTIONS**

- 1) Credit card (in person or by phone)
- 2) Cash in person at our farm's retail store
- 3) Personal check payable to:  
Freshwater Farms of Ohio, Inc.

Visit [www.ohiofishandshrimpfestival.org](http://www.ohiofishandshrimpfestival.org) to stay up-to-date with festival information and event schedules.

# Vendor Layout

Below is a layout of the grounds showing the general area where vendor booths are located.





# 2019 VENDOR INFORMATION & RULES

## VENDOR PARTICIPATION REQUIREMENTS

The festival always takes place on the 3rd full weekend in September. Vendors are required to be set up and operational all three days. This year's info:

<u>Dates:</u>	<u>Times:</u>	<u>Admission Opens at:</u>	<u>Admission Closes at:</u>
Friday, Sept. 20th,	4pm-10pm	3pm	9pm
Saturday, Sept. 21st	11am-10pm	10am	9pm
Sunday, Sept. 22nd	11am-5pm	10am	4pm

**Non-Profits:** Participation on Friday night is optional for schools and other non-profit groups. Non-profit groups are eligible for a full refund of their booth fee. To receive a refund, groups must operate their booth during full festival hours on Saturday and Sunday. Refund checks will be sent by mail during the week following the festival. Electric and water fees are non-refundable.

## REQUIRED PERMITS AND INSURANCES

Vendors making retail sales must possess a valid License issued by the State of Ohio. Contact the Champaign County Auditor's Office at (937) 484-1600 for information on how to get a retail vendor license. Contact the Champaign County Health Dept. at (937) 484-1605 for information on how to get a food vendor license. A violation of Ohio law is YOUR responsibility. Violators are not eligible for a refund.

## SET-UP/TEAR-DOWN

**Set-up Times:** Thursday, Sept. 19th: 8am-8pm & Friday, Sept. 20th: 8am-2pm.

All vehicles MUST be off the festival grounds by 2pm on Friday! No exceptions.

**Vendors needing to park large trailers/vehicles during set-up are highly encouraged to arrive Thursday to avoid any maneuvering issues.**

Vehicles will be allowed on festival grounds ONLY during set-up hours and will not be permitted back on the grounds until advertised closing or when the festival coordinator has deemed it is safe to permit vehicles on the grounds. As a courtesy to other vendors, please remove your vehicle(s) from your set-up area as soon as you're finished unloading to avoid vehicle congestion.

### **Vehicle Access During Festival Weekend:**

Saturday: 6am-9:30am (All vehicles MUST be off the festival grounds by 9:30am! No exceptions.)

Sunday: 6am-9:30am (All vehicles MUST be off the festival grounds by 9:30am! No exceptions.)

**Tear-down Times:** Vendors may begin final tear-down of their booths at 5pm on Sunday until 9pm. Additional tear-down time is available from 8am-5pm on Monday if needed. Vendors must have their entire booth space cleared and cleaned by 5pm on Monday.

## BOOTH SPACE

All booth spaces are located outdoors on a grass or gravel area. Only the booth space will be provided. Vendors must provide their own canopies, tents, tables and chairs, etc. The festival is open rain or shine, so come prepared. We will have overnight security but encourage you to take reasonable precautions.

## **VENDOR SALE ITEMS**

Vendors may only sell approved items they listed on their application. Any additional items need to be approved by the OFSF committee prior to the festival to ensure another vendor isn't already selling them. **If you are selling bottled water, do not price it below \$1.** NO tobacco, alcohol, firearms or weapons of any kind are allowed. NO racist, sexist, political or obscene merchandise or literature is allowed.

## **VENDOR PACKET**

A vendor packet will be mailed to you 2-3 weeks prior to the festival. This packet will include details on parking and arrival instructions.

## **CANCELLATIONS**

You may cancel your application in writing at any time up until July 13th, 2019 for a refund of all deposits and fees paid. Refunds will not be issued for cancellations made after this date.

## **PARKING**

A separate parking area will be provided for vendors. Two parking passes and complete details will be mailed with your vendor packet.

## **CLEAN-UP**

Clean-up of the booth area is the responsibility of the vendor, including trash removal. We will provide trash barrels as well as dumpsters that you can empty your trash into periodically. We strive to keep the festival grounds as clean as possible for our guests. Your help is greatly appreciated!

## **ELECTRICITY**

Limited electrical hook-ups are available as stated on the vendor application and will be granted to the first vendors to apply. Approval is required for vendors that would like to supply their own generator.

## **LIVE ANIMALS**

Any animal brought onto the festival grounds must be on a secured leash or in a cage or carrier, socialized/sociable, and healthy.

## **TENT CAMPING / RV PARKING**

Vendors are welcome to camp in the vendor parking area at no charge. We ask that you be respectful of other vendors and be sure not to obstruct the driveway. **KEEP IN MIND - NO ELECTRIC, WATER OR SEWAGE CONNECTIONS ARE AVAILABLE.**

## **RESTROOMS & SHOWER**

Two public restrooms, one with a shower, are available for your use in our retail barn and will remain open overnight. Portable toilets will also be available on the festival grounds.

## **LODGING**

A list of area hotels, bed & breakfasts and camping sites can be found on our website under the explore tab. **[www.ohiofishandshrimpfestival.org](http://www.ohiofishandshrimpfestival.org)**.

### **FOR FESTIVAL INFORMATION AND QUESTIONS...**

Email: [ofsfinfo@fwfarms.com](mailto:ofsfinfo@fwfarms.com) / Call: 937-652-3701

### **FOR AN AFTER HOURS ISSUE DURING THE FESTIVAL ...**

Call Dave Smith at 937-605-0032.