



2024 VENDOR APPLICATION

SEPTEMBER 7th, 14th & 21st, 2024

Held at Freshwater Farms of Ohio,
One mile north of Urbana at 2624 US Hwy. 68
www.ohiofishandshrimpfestival.org

APPLICANT INFORMATION

*Company Name: _____

*Contact Person: _____

*Phone #: _____ Alternate Phone #: _____

*Mailing Address: _____

*City: _____ *State: _____ *Zip Code: _____

Email: _____

Website/Facebook Page: _____

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

**Required Fields*

Check Dates you plan to attend: Sept 7th Sept 14th Sept 21st

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 are 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.) Failure to do so may result in us requiring you to stop the sale of that item during the festival.

OFFICE USE ONLY

VENDOR IS APPROVED - Date _____

Notes:

PAYMENT RECEIVED - Date _____

Circle Payment Type: Cash Credit Check # _____

QUALIFIES FOR A 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 - JULY 15TH, 2024

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.

PER SATURDAY VENDOR DEPOSITS

	single saturday	two saturdays	all three saturdays
<input type="checkbox"/> PRIME FOOD Booth, 15'x25' (25' Frontage. <i>Only 4 Available</i>)	\$150	\$300	\$300
<input type="checkbox"/> 15'x25' FOOD Booth (25' Frontage)	\$100	\$200	\$200
<input type="checkbox"/> 15'x15' FOOD Booth	\$50	\$100	\$100
<input type="checkbox"/> 15'x15' NON-FOOD Booth (includes Arts, Crafts & Non-Profit Groups)	\$25	\$50	\$50

Booth Deposit TOTAL: \$

Note: Vendor deposits are refunded after festival is over, contingent upon vendor attending the entire day.

UPGRADE FEE (NON-REFUNDABLE)

	single saturday	two saturdays	all three saturdays
PRIME FOOD BOOTH UPGRADE	\$100	\$200	\$200

Upgrade Fee TOTAL: \$

Note: Third upgrade for Free! Attend the first two Saturdays and get space+utilities at the third Saturday for free!

ELECTRICAL OPTION FEES

	single saturday	two saturdays	all three saturdays
<input type="checkbox"/> A Dedicated 115V Circuit up to 20 amps	\$20	\$40	\$40
<input type="checkbox"/> A Dedicated 115V Circuit up to 30 amps* (NEMA TT-30 RV Plug)	\$35	\$70	\$70
<input type="checkbox"/> A Dedicated 220V Circuit up to 50 amps* (NEMA 14-50 RV Plug)	\$75	\$150	\$150

* These connections are limited and will be assigned on a first-come, first-served basis. No generators are permitted on the grounds.

Electrical TOTAL: \$

WATER CONNECTION

Potable Water Hydrants accessible - see map (Health Dept. Approved)

NOTE: Water lines are available for a fee; call if needed

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

Questions?

eventmanagerfo@gmail.com
 937-652-3701

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.

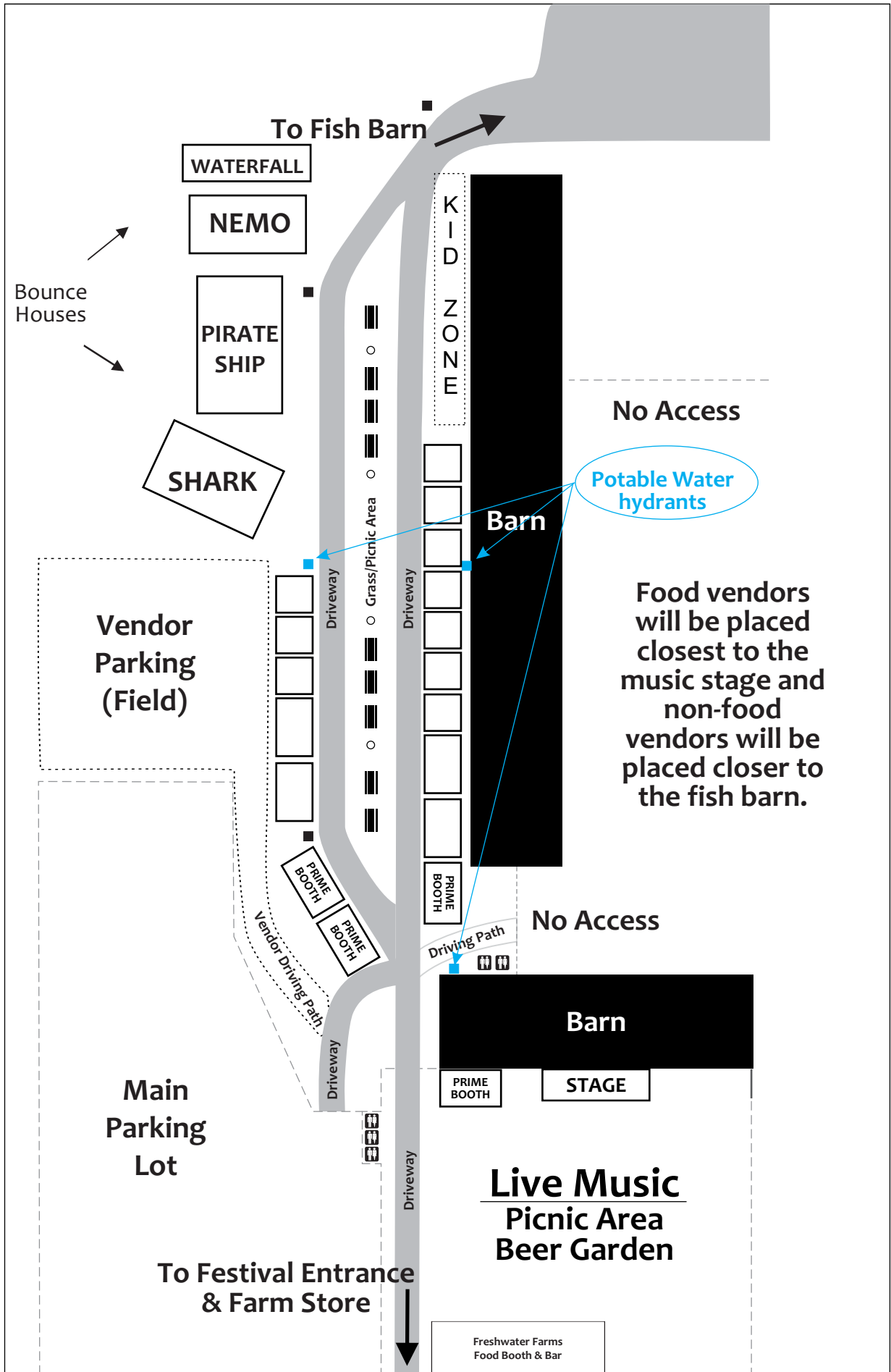
PAYMENT OPTIONS

- 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 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.





2024 VENDOR INFORMATION & RULES

Changes for 2024:

- Vendors can select one, two or all three Saturdays (there is a price break for coming all three Saturdays)
- Local arts and crafts are encouraged; no commercial vendors
- Commercial Vendors are encouraged to be a sponsorship partner for advertising

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.

Vendors making food sales 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: Vendor set-up will be as soon as 10am on the Friday preceding the Saturday event until 10pm, or as early as 7am on the Saturday of the event. Please bring the help you need to setup & tear down your own booth. Vendor vehicles should be removed to parking areas by 9:30am on the event Saturday. The public will be admitted at 10am.

Special arrangements can be made in advance if warranted.

Vehicles will be allowed on festival grounds (not including parking areas) 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.

Tear-down Times: Booth tear-down may begin as early as 8pm on the Saturday event until 10pm. Additional tear-down time is available on Sunday from 10am-5pm. Normal open hours for Freshwater Farms is Monday through Saturday, 10am-6pm.

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 \$2.**

NO tobacco, e-cigarettes, vape juice or vaping paraphernalia, alcohol, firearms or weapons of any kind are allowed to be sold. NO racist, sexist, political, obscene merchandise or literature is allowed

VENDOR PACKET

Upon approval 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 14th, 2023 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 during and after the festival. 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. **No generators are allowed.**

FIREARMS

NO firearms or weapons of any kind are allowed on the grounds.

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 Friday or Saturday night. Additional RV parking & tent camping is available for the public on Friday & Saturday Nights. We ask that you be respectful of other vendors and be sure not to obstruct the driveway. Campers are responsible for dealing with their own trash.

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.

FOR FESTIVAL INFORMATION AND QUESTIONS...

Email: ofsfinfo@fwfarms.com / Call: 937-652-3701