

YELLOW SPRINGS
Street Fair
 June 9, 2012 9:00am – 5:00pm

**Local
 Vendor Application**

Business/Organization _____
 Name _____
 Mailing Address _____
 City, State, Zip _____
 Phone (day) _____ Phone (cell/night) _____
 E-mail _____
 Website _____

Chamber use only
 Member _____ NP _____
 Date _____
 Check # _____
 Amt. \$ _____
 Booth _____

If returning, previous Street/Booth # _____ # of Times _____ Last Time _____

VENDOR BOOTH FEE: \$100 ea; Non-Profit (limit 1) **\$55**

Will you sell home-made packaged food items? **Y** **N**

Number of spaces _____ (x \$100/\$55) \$ _____

Chamber Member Discount (Deduct \$10) \$ _____

TOTAL AMOUNT ENCLOSED: \$ _____

- **Application Deadline** - April 2, 2012
- **Payments:** will be deposited upon acceptance of application.
- **Insufficient Fund Checks:** payment including a \$25 fee must be made in cash within 3 days of notification to maintain space.
- **No Refunds**

Full Description of items being sold!
If you are new vendor you MUST include photos of all items. The YS Chamber reserves the right to restrict the sale of merchandise not fully disclosed in application.

- Made by Vendor _____
- Imports _____
- Retail/Distributor _____
- Food _____
- Promotional _____
- Other _____

Please complete and sign this application, including check in the proper amount to *Yellow Springs Chamber* and mail to *Street Fair Application, Yellow Springs Chamber of Commerce, 101 Dayton St., Yellow Springs, OH 45387.*

I/We, the undersigned, representing the business, organization or individual indicated, agree to abide by stated rules. I/We further agree to indemnify and hold harmless the YS Chamber of Commerce & the Village of Yellow Springs, its officers, agents, employees, volunteers and persons acting in their behalf from and against any and all claims by representatives of the business, organization, or individual, including their customers, and from and against all costs, counsel fees, expenses and liabilities incurred in connection with any such claim, action or proceeding brought there from.

By: _____ Date: _____

Business/Organization Name: _____



101 Dayton Street www.YellowSpringsOhio.org
 Yellow Springs, Ohio 45387
 937-767-2686
 Fax: 937-767-7876
 info@YellowSpringsOhio.org

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June 9th, 2012 9:00 am – 5:00 pm

Vendor Information

APPLICATION DEADLINE: April 2, 2012

GENERAL INFORMATION: Vendor booths will be located as follows: Arts, Crafts & Information on Xenia Ave., Corry St. and Short St.; Food on Walnut St. The Beer Garden & Music Festival will be in front of the Bryan Center. **If your booth space from last year is not available, we will do our best to accommodate your request for a new location.** Each year we review all booth space applications, selecting based upon uniqueness, quality and craft category, which means **not all applications received are accepted.**

DEADLINE FOR APPLICATIONS: Completed applications with payment should be received in the Chamber office by April 2nd. Post dated checks will NOT be accepted. Notice of acceptance will be mailed by April 20th. If you do NOT get a space, your check will be returned. Applications will continue to be accepted beyond that time for cancellations and unfilled spaces.

FEES: The vendor fee structure differentiates between local and non-local vendors. To be considered a local vendor, you **MUST** have a local physical business or resident address with a Yellow Springs' or Clifton business location or mailing address (45387 or 45316); a **post office box does not qualify** (no exceptions). If you are a local resident representing a group with an out of town location, you will not qualify for local rates. The reduced non-profit rate is for one booth only. The \$10 Chamber discount is for one booth for Yellow Springs Chamber Members only. Checks will be deposited upon acceptance of the application. **For insufficient fund checks, payment, including a \$25 fee, must be made in cash within 3 days of notification to maintain vendor space.**

VENDOR BOOTHS: Size is **10' long x 10' deep**. Booths are assigned by the Chamber. Vendors must provide their own canopy, tables, chairs, etc. Canopies must be fire retardant and secured to withstand wind. Booths on Xenia Ave. are double row back-to-back but on all other streets are single row. There is a **4 booth** maximum per vendor. For multiple booths, indicate side by side or back to back configuration. Electric hookup is not available for craft booths. Sharing of booth space by multiple vendors is strictly prohibited. Booths will be inspected by the Fire Department for adherence to safety rules.

SET-UP: 6:00 a.m. – 7:00 a.m. for vendors on Walnut St, Short St. and Corry St. 7:00 a.m. - 8:30 a.m. for vendors on Xenia Ave. You **MUST** empty your car and park it before you begin to set-up. **Cars must be off the street by 8:00 a.m.** Spaces not occupied by 8:30 a.m. will be considered 'no-show' and reassigned.

TAKE-DOWN: 5:00 – 6:00 p.m. **Selling must stop at 5 p.m. Streets must be cleared by 6:00 p.m. There are no exceptions to this rule.** Violators will be barred from participation in future fairs.

SALES TAX: The sales tax rate for Greene County Ohio is 6.5%, you are responsible for registering your small business with the IRS and collecting sales tax for the items you're selling. When tax time comes around, you'll have to pay income tax on all the items you sold and pay the sales tax to the state where the fair is held. We recommend that you call the Ohio Department of Revenue for more info: (888) 405-4039

COTTAGE FOOD PRODUCTION: Food items produced in a person's home **must be labeled according to United States Department of Agriculture regulations.** It is the responsibility of the vendor to obtain and follow these guide lines.

PROHIBITED: The sale of guns, knives, water pistols, snappers, caps, explosives, or weapons of any type is not permitted at Street Fair; violations of the rule may result in removal from the event. No tobacco products, drug-related items or Silly String may be sold. No selling from vans or trailers except for food vendors. **Walking Vendors are required to have a permit issued by the Yellow Springs Chamber** on the day of the event for a cost of \$65. Get the permit at the Information Tent on Xenia Ave. at Short St.

CANCELLATIONS: There are **NO REFUNDS** for cancellations. No shows day of the event will be barred from future participation.

NO RAIN DATE: Street Fair will go on unless there is a public safety issue; participation is the choice of the vendor.

For Food Vendors Only

HEALTH & SAFETY REQUIREMENTS: Food vendors must check with the **Greene County Combined Health District**, 360 Wilson Drive, Xenia, OH 45385 (937-374-5600) for food handling and license requirements. Food vendors using charcoal must have fire extinguishers. The Greene County Combined Health District, Miami Township Fire Department and Yellow Springs Electric Department inspect all booths the day of the event for adherence to these requirements. Provide a **Certificate of Liability Insurance.**

WATER GUIDELINES: Water hook ups are available on a limited basis; hook up fee is \$25. You must provide your own food grade hoses equipped with backflow preventers.

ELECTRICITY GUIDELINES: Electrical hookups are available on a limited basis; hookup fee is \$25/2000 watts + \$10 for an additional 2000 watts. **There is a 2000 watt maximum per hookup; one plug is 1000 watts.** Vendors **MUST** use **U.L. Certified 10 or 12 ga. wire extension cords.** Only 120-volt plug-in hookups are allowed; 220-volt or hard-wired connections are strictly prohibited. Vendors must provide a list of all the appliances being used and a total wattage. **Please indicate the number of watts required as you will only have access to that amount.** Any vendor requiring more than 4,000 watts **MUST SUPPLY A GENERATOR** to be noted on the application.

Consider Joining the Yellow Springs Chamber of Commerce

Membership provides discounts and preferred registration for Street Fair. Low cost plans for Health, Dental, and Vision Care, Prescriptions, Worker's Compensation and other business expenses are available at low membership rates.



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