

Summer Moon Festival Concession Contract

Festival Dates: July 19-23, 2017
Concession Dates July 20-22

Date: _____

Name of Concession: _____

Person to Contact: _____

Address: _____

(Street, Box #., etc.)

(City)

(State)

(Zip)

Phone Number: (_____) _____ Fax # (_____) _____

Email: _____

Size of Stand: (Be sure to include awnings, bumpers, hitches & breathing room in your measurement. Due to the limited space, there will be no additional room for supply or personal vehicles. There will be designated parking for additional vehicles outside of the festival area at site.)

Frontage: _____ ft.

Depth: _____ ft.

Items to be Sold/Advertised: (Must be listed hereon and approved by the Concession Chairman-only items listed and approved will be permitted. No sale of the following items will be permitted: silly string, stink bombs, laser pointers, cigarette lighters and knives. This is for the safety of our children and spectators.)(You must name one of your items a space theme) Be creative ☺

The area must be completed in full in order to be considered.

Hook-Up Needs: Electric 110V__ 240V__ (3 wire__ or 4 wire__) Water__

(If additional electric hook-up and or parking space needed for supply vehicle, please explain below.)

Concession agrees to pay the Summer Moon Festival \$400.00. Email mail to: admin@wapakoneta.com with your intent to participate by March 20. Please return this signed contract and signed rules and regulations and include a \$150 deposit with this contract by April 1. The balance of \$250 is due June 1. The Concession Chairman reserves the right to limit or specify items sold. Duplication of items will be held to a minimum. Please return signed contract, signed Rules and Regulations, Certificate of Liability Insurance and your \$150 deposit check made payable to Summer Moon Festival by April 1.

Summer Moon Festival

Post Office Box 208

Wapakoneta, OH 45895

Phone Number 419-738-2911 Fax 419-738-2977

Please read and sign Rules & Regulations. Also, please read and comply with the attached Wapakoneta Fire Safety Standards.

Signature of Vendor: _____ Date: _____

Concession Chairman: _____ Date: _____

This page is required and must be signed & returned!

Rules & Regulations
2017 Summer Moon Festival
Wapakoneta, OH

Festival Dates: July 19-23, 2017
Concession Dates July 20-22

1. Concessions will be open 4-11 PM on Thursday and Friday, 11 AM to Midnight on Saturday. Any other hours by choice of individual vendors.
2. Electricity of 110V or 240V will be provided, but you will need to provide the extension cords with a minimum of 200 ft from your stand to the electricity with appropriate plugs to the power pole. All 110V plugs must be with a ground. Some 240V hook-ups have 50 amps, 4 wire range plug configuration.
3. The exact size of the concession stand must be noted on the application and may not be varied at the time of the festival without prior written consent of the Concessions Committee. Concessionaires must be mindful that the Festival is planned well in advance, including the location of stands. It is therefore important that SMF have accurate information to assist in the planning process. Oversized concessions will result in the voiding of permits and request for you to remove from the festival.
4. Please read and comply with the Wapakoneta Fire Department Safety Standards regarding fire extinguishers, electric cords, grounding and LP cylinders. The Fire Dept. will be inspecting all stands. You may temporarily hook into an 110V electric anytime.
5. Each stand/concession/tent is required to provide a fire extinguisher with current inspection date as specified in the enclosed pamphlet, Safety Standards for Festivals.
6. Water is available on a limited basis. Please advise. (You must supply food grade water hose from your stand to the faucet.) Waste water must be stored and may be dumped at designated area only.
7. All Professional Concessions/Vendors must furnish a Certificate of Liability Insurance in the amount of \$300,000 or higher made out to the Wapakoneta Chamber of Commerce. This must be returned with the contract.
8. Stand and surrounding area must be kept neat and clean during the show. Please clean up after and during the show. Place trash in plastic bags and deposit in dumpsters. Do not use Chamber trash cans. Dumpsters should be used for multiple drops throughout the day.
9. Location to be assigned by Concession Committee. A committee member will be on the grounds during set-up to direct you to your proper location.
10. Set-up will be by appointment. Hours available are Thursday, 9:00 am to 3:00 pm or Wednesday evening after 5:00 PM. All stands must be open by 4:00 pm on Thursday of the Festival. All stands & units must be removed from the Festival Grounds by Noon on Sunday morning. Other hours by arrangements only. You will be contacted 2 weeks prior to schedule a set up time.
11. No vehicles may be driven on the festival grounds during festival hours. The festival area is to be clear of all vehicles during all scheduled activities. Please make arrangements to have all your supplies dropped off before these hours or after closing hours.
12. Vendors must accept Summer Moon Festival discount coupons. The face value of the coupon will be reimbursed by the Summer Moon Festival Committee on Saturday evening.
13. The Summer Moon Festival Committee assumes no responsibility for loss or damage to lessee's property.
14. All licenses & permits required by the Ohio Dept. of Agriculture and or Auglaize County Health Dept. are the sole responsibility of the concession/vendor. All laws & regulations issued by those agencies must be obeyed. Contact Aaron Longsworth for any questions or concerns. (alongsworth@auglaizehealth.org)
15. The Summer Moon Festival Committee has the authority at any given time to remove any exhibitor from the grounds for violating any of the contract rules and regulations.
16. There will be No Solicitation or Roaming Vendors on the Festival Grounds without prior written approval from the Concession Committee.
17. All vendors and those working as representatives of the vendor MUST have the SMF vendor t-shirt to show professionalism and respect for our community. Included in your fee is 8 t-shirts. If you have more than 8 Team members, you will need to purchase additional shirts prior to the festival. Only those wearing the SMF t-shirt will be permitted to work in the vendor area.
18. Vendors are expected to behave in a professional manner at all times.
19. Other situations may arise that will have the final decision made by the SMF committee.

Thank you for supporting a safe and healthy SMF environment. We appreciate your service and cordially invite you to apply for participation. Please sign below as confirmation and willingness to abide by the Rules and Regulations of the SMF.

Signature _____

**Safety
Evaluation**

08
09
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Satisfies Safety Standards

(A sticker like this will be placed on your booth or concession to indicate you have passed inspection.)



*Let's all work together in the best
interest of life safety.*

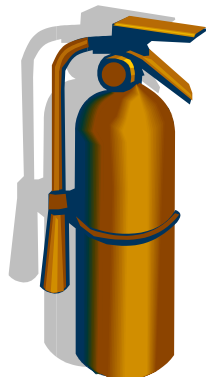
Thank you for your cooperation!

Wapakoneta Fire Department
103 Willipie St. Wapakoneta, OH 45895
(419) 738-2014 Fax: (419) 738-5747
Tony Stinebaugh, Chief

Rev.: 02/2017

Miscellaneous

- Smoking permitted in designated areas only.
- Fireworks of any kind are **not** permitted. *(Exception: public displays by permit)*
- Parking in fire lanes or around fire hydrants is **not** permitted.
- Exit doors of any structure will **not** be blocked at any time for any reason.
- Driveways must maintain a width of at least 18 feet of free space and walkways must maintain a width of 12 feet (this is to allow for emergency vehicles).
- There will be **no** accumulation of waste paper, wood, hay, straw, weeds or litter.
- Vehicles shall **not** be allowed inside tents, structures or buildings unless battery is disconnected and the fuel cap locked or taped shut.



**Safety Standards
for Festivals**



The purpose of these standards is for the practical safeguarding of persons and property from hazardous conditions.

The following is a listing of the most common standards affecting festivals. The City of Wapakoneta has adopted and enforces the Ohio Fire Code. Inspectors will be on the festival grounds throughout the event to assure adherence to **all** standards and/or regulations. If violations are found, you will be notified to correct the violation(s) immediately or possibly asked to close your booth or ride until the violation(s) have been corrected.

Extinguishers

- Each ride, concession or booth must have its own fire extinguisher.
- Extinguishers must be appropriate size for protected area.
 - Ride or booth -2A-10BC
 - Deep fat fryers - "K" wet chemical
 - Generators - 4OBC
 - Tents 900 sq ft or larger-2-2A:10BC

Extinguishers must:

- Have current inspection tag
- Kept fully charged and operable
- Located near an exit
- Kept unobstructed and/or unobscured



Electrical

- Multi-plug adapters shall possess overcurrent protection
- Extension cords must be connected to an approved circuit breaker (15 amp nun.)
- Extension cords must be appropriate length and size for load (12 gauge minimum). Damaged cords will not be permitted
- All wiring must be properly secured and protected from physical impact.
- All lighting fixtures and bulbs shall be well secured in a glass globe or similar approved device
- All exterior wiring and connections shall be installed and maintained to be watertight and connection boxes shall be securely locked to prevent unauthorized entry.
- Each ride, concession or booth **frame** must be properly grounded. Grounding may be accomplished through a ground rod, existing ground wire or approved service supply cord.

Ground rod: copper, aluminum, copper-clad aluminum or galvanized steel, secured into ground at appropriate depth.

Ground wire: appropriate wire size (10 gauge minimum), properly secured at ground and structure/equipment.

Cooking

- Cooking that produces grease-laden vapors must be protected with a Class "K" wet chemical extinguisher or a UL 300 approved suppression system
- Cooking that produces grease-laden vapors or open flame is **not** permitted in tents and permanent structures unless equipped with fire extinguisher and hood with a fire suppression system.
- Any barbeque grill or open hot cooking equipment must be separated and protected from the general public so that no one may bump into it or be pushed into it.

Cylinders

- All compressed gas cylinders must be secured in a manner that would keep them from being accidentally damaged or tipped over.

Tents

- Smoking in tents or air-supported structures is **not** permitted.
- Exposed flames are **not** permitted in any tent or air-supported structure or within 20 feet of a tent.
- All tents shall be constructed of fire resistant materials.