



# City of Stow Summer Sunset Blast

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**Saturday & Sunday September 1 & 2, 2018**

**3pm – 10pm both days!**

**Silver Springs Park**

**Vendor Booth Agreement, Guidelines and Information**

For more information, email Chris Sheridan at [csheridan@stow.oh.us](mailto:csheridan@stow.oh.us)

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The City of Stow will host the Twelfth Annual Stow Summer Sunset Blast event on Saturday & Sunday, September 1 & 2, 2018 from 3pm to 10pm at Silver Springs Park. There will be musical entertainment, children's games and inflatables, food, beer, fun, and most important – fireworks!! This is a free event that is open to the entire community.

*NOTE: In the event of inclement weather on Sunday, Stow Summer Sunset Blast may cancel that day and add an additional day on Monday, September 3 from 5pm – 10pm. This is only in the event of serious inclement weather. The decision will be made by the Summer Sunset Blast Committee, in accordance with Stow Safety Forces Event Emergency Response and Incident Action Plan.*

## **Vendor Agreements**

The City of Stow is now accepting agreements from entities who have indicated their intent to be a vendor at the event. We are accepting both food vendors, and vendors who intend to promote, provide an activity, and/or sell.

The Summer Sunset Blast Committee strives to provide event attendees with an array of food and activities that are fun, festive and reasonably priced. On the flipside, we strive to provide vendors who have committed to the event the opportunity to profit from their participation in the event. This requires us to scrutinize all items being sold or given away, and eliminate an abundance of duplication of offerings.

## **Payment Required**

The Summer Sunset Blast Committee will review all submitted vendor agreements. In an attempt to balance out the menu and not “flood the floor”, all vendors may not be accepted, or may be accepted with a revised menu. Due to the high interest in this event, Vendor Agreements received by the City of Stow without payment of vendor fee will not be accepted.

PLEASE NOTE: Stow Summer Sunset Blast will be the EXCLUSIVE seller/manager of all alcohol sales. All vendors signed on under this agreement **will be** permitted to sell pop, water and any other non-alcoholic beverages, but **WILL NOT** be permitted to sell alcoholic beverages.

**Agreement Deadline:** Friday, June 8, 2018. Payment will secure your spot.

**Send to:** Summer Sunset Blast 3760 Darrow Road, Stow OH 44224 or register as a vendor online at [StowOhio.RecDesk.com](http://StowOhio.RecDesk.com)

## **Vendor Fee:**

- \$250.00 - For-profit business vendors for one booth space.
- \$100.00 – Not-for-profit Community organizations for one booth space

## **We Provide Onsite:**

- 1 (one) space under a tent - 10' wide x 10' deep or negotiated area. Vendors who have their own tent, canopy, trailer or other vending space will be accommodated upon approval of the Summer Sunset Blast Committee. The committee will designate your space on the event site. No vendor shall change their designated space.
- 1 (one) 8' x 3' table, 2 (two) metal, folding chairs
- 1 (one) electric hook-up (if necessary)

- Water hook up (if necessary, applicant must provide appropriate hose for hook up)
- Tent lighting
- Trash and special grease disposal

#### **Vendor Provides:**

- All participating vendors must have a professional presentation.
- Vendors must operate from 3:00pm to 10:00pm both Saturday & Sunday.
- Adequate heavy duty extension cords that meet current electrical standards. **THIS IS A MUST!!**

#### **Merchandise, Selling & Restrictions**

- The committee reserves the right to approve all items that will be sold by vendors. Each vendor **MUST** list all items to be sold or given away in this agreement.
- The committee requires vendors to sell items that will be fun, festive and desired by event attendees. Items must be legal, in good taste, and keeping with the spirit of the event, not offensive to community standards, and also must be reasonably priced.
- No regulated merchandise such as alcohol may be sold or given away.
- If, during the course of the event, items are brought in that are deemed inappropriate, the booth will be closed and no fees will be refunded.
- Vendors will not sell or **give away** items that other registered vendors are selling.
- No vendors are permitted into the event unless they are a registered vendor.
- Registered vendors must not encroach upon, sell in front of, or otherwise solicit customers in the area of other registered vendors' booth space.
- No vendor booth substitutions are accepted without the consent, in writing, of the Sunset Blast Committee. That which is stated in this agreement as the intended use for the space, and thus accepted by the committee, is deemed the **ACCEPTED** use.

#### **Payment Policy:**

- City of Stow will process applicant's payment upon acceptance to Summer Sunset Blast.
- Make checks payable to **City of Stow**. A \$10.00 fee is assessed for returned checks.
- Registration and credit card payment can be completed online at [stowohio.recdesk.com](http://stowohio.recdesk.com).

#### **Insurance/Licenses:**

- Vendors shall obtain all necessary permits and licenses, and shall abide by the requirements of all local, state authorities and the Summit County Health Department.
- Food vendor permits **MUST** be displayed on your booth at all times during the event.
- Vendor is responsible for any and all personal property insurance and liability insurance and must show proof of coverage upon application.
- By committing to a booth herein, vendor agrees to indemnify the City of Stow, its officers, employees and representatives for all causes of action that may arise as a result of the applicant's operation of a booth at Summer Sunset Blast.
- Vendor, by committing to a booth, herein agrees to completely hold the City of Stow harmless from all losses that it may suffer including injury to applicant and its employees and agents, and to applicant's property. Vendor assumes all risk.

#### **Refund Policy:**

- Vendors may withdraw from the event 90 days prior to the event date to receive a 50% refund on their fees. If withdrawal is made within 90 days of the event date, no refunds are available as all funds are committed to the production, promotion and marketing of Summer Sunset Blast. All refund requests must be in writing.
- No vendor booth substitutions are accepted without the consent, in writing, of the Sunset Blast Committee. That which is stated in this agreement as the intended use for the space and thus accepted by the committee is deemed the accepted use.

**Check- In/Set-up**

- Friday, August 31 and Saturday, September 1 from 11:00 am until 3:00 pm. This is when staff will be available to assist you.
- Information regarding designated booth space, parking areas and parking passes for vendors will be provided prior to the event.

**Take-Down/Clean-Up**

- All vendors **MUST** clean up their booth area before leaving. Booths shall be returned to the same condition as given to vendor. If vendor fails to clean booth area as required, vendor will be responsible for charges incurred by the City of Stow for clean up.



## Vendor Agreement

<b>Contact Name</b>			
<b>Vendor Business or Organization Name</b>			
<b>Mailing Address</b>			
<b>Phone</b>		<b>Cell Phone</b>	
<b>Email</b>		<b>Fax</b>	
<b>Website</b>			

The Summer Sunset Blast Committee strives to provide event attendees with an array of food and activities that are fun, festive and reasonably priced. On the flipside, we strive to provide vendors who have committed to the event the opportunity to profit from their participation in the event. This requires us to scrutinize all items being sold or given away, and eliminate an abundance of duplication of offerings. For these reasons, we need detailed descriptive information on your booth activity. If you have questions about this, please contact Chris Sheridan at [csheridan@stow.oh.us](mailto:csheridan@stow.oh.us), 330.689.5156.

Items you plan to sell:
Items you plan to give away:
Contests or promotions you plan to offer:
Participative activities you plan to undertake:

Please check items you will need:
<input type="checkbox"/> Tent coverage <input type="checkbox"/> Water Hook up <input type="checkbox"/> Electric Hookup <input type="checkbox"/> Grease Disposal

Signature:	Date:
I am authorized to represent the above designated business/entity and have read the Vendor Booth guidelines and I agree to abide by all regulations stated or amended by the Summer Sunset Blast Committee. I have enclosed the vendor booth fee.	