

2017 BARK-Tober Fest

Rules & Regulations for Booth Operation

1. Each operator must return the following items:
 - A.) A completed application
 - B.) A signed liability waiver. Waiver can be found on the same webpage you found this application!
 - C.) A check made payable to Franklin Township, with “Booth Rent” written in the memo line, in the applicable amount.

DESCRIPTION	COST
Food Truck/Trailer	\$50.00
501 (c) (3) Non Animal Rescue 10' x 10' Outdoor Booth	\$10.00
Commercial or Craft 10' x 10' Outdoor Booth	\$20.00
501 (c) (3) Animal Rescue	Free

2. You may send your registration packet in as early as January 1st. Packets should be mailed to:

Franklin Township
P.O. Box 364
Franklin, Ohio 45005
ATTENTION: BARK-Tober Fest
3. Incomplete or unsigned forms will be returned and no refunds will be made after 30 days prior to the event (Date will be calculated from the postmark on the forms)
4. Dissatisfaction with a space assignment is not considered grounds for a refund.
5. Booth spaces will be measured and marked by 8am the day of the event. Any vendor whose booth exceeds the assigned space will be asked to modify their booth. Please measure carefully and include walkways. **NO OVER SIZED BOOTHS WILL BE ACCEPTED.** Animal Rescue Groups: If you need more space please indicate that. There is no fee, but we want to make sure we make room for you!
6. Depending upon the weather, each operator may bring one vehicle on the grounds for set up and tear down **ONLY**. All vendor vehicles must be removed from the grounds 30 minutes prior to the opening of the festival. Remember this is a public park and we can't tear up the grounds! **All booths are OUTDOORS, please be prepared and bring a tent and tarps with you!**
7. All booths must be set up by 9am the day of the festival. Spaces may be released and filled if not checked in by then, with no refund due.
8. All food booths must have a 10 lb fire extinguisher. All extinguishers must have a current inspection tag and unbroken seal.
9. No exclusive sales rights or guarantees on location will be granted. The festival committee reserves the right to restrict exhibitors with respect to methods of operation and display materials. Entertainment or music shall not be allowed. The festival

committee reserves the right to close any booth found to be disruptive of other planned entertainment, with no refund due. The festival committee has the final authority.

10. Minimal security is provided before, during and after the festival. However, BARK-Tober Fest Festival Committee, Franklin Township, and it's agents are not responsible for damage, theft or loss of exhibitor property.

11. Hours of operation are as follows:

Saturday, September 30 10am - 2pm

Set up may begin at 9am and must be completed by 9:30am.

All booths MUST be open the designated hours of the festival. Booths cannot dismantled until after the close of the festival. **If you leave early you will not be invited back.**

12. Operators may be banned from this and future events if:

A. Booths are not removed and cleaned up by 5pm the last night of the festival.

B. The operator buys a booth for resale.

C. The operator misrepresents the category their booth falls under.

D. The operator misrepresents or changes the items sold.

E. The operator or authorized members conduct is detrimental to the best interest of the festival.

F. The operator or authorized members violate any of the rules and regulations.

13. All booths must be free standing, no stakes or guidelines.

14. No signs are allowed outside of your booth space. Please be respectful to your neighbors.

15. All trash must be bagged and emptied into our dumpster.

16. No beverages may be sold or given away by anyone not registered as a food vendor.

17. No illegal, dangerous or messy merchandise may be sold. I.E. Silly string, knives, guns, fireworks, etc.

18. Booths will not be supplied with electricity. Electricity is not available. Generators will not be allowed unless you are serving food or without the expressed written permission of the festival committee. Operators must supply their own generators.

19. Food vendors must comply with all current health standards, state, county and local laws. Call Warren County Combined Health Department 513-695-2427. Food booths will only be permitted to serve foods listed on the booth application. Operators may be required to alter their menu if there are several duplicates. Food service permits must be available on request by Warren County Combined Health Department.

20. All raffles and games of chance must comply with state and local laws and regulations. Contact the Carlisle Police Department to verify that your game is legal.

21. Operators and authorized members may not leave their assigned space to solicit or distribute information. The festival committee reserves the right to remove any person(s) caught doing this, with no refund.

22. Operators guarantee that all information provided in the application for booth space is true and correct.

23. Operators and authorized personnel agree to hold harmless and indemnify the BARK-Tober Fest festival committee, Franklin Township and it's agents for any action relating to the event, including but not limited to injury, death, damage or theft. Operators agree to pay any reasonable attorney fees or court costs incurred by BARK-

Tober festival committee, Franklin Township or it's agents as a result of actions by operators which are covered by this agreement.

24. No grease is to be placed in the trash cans or dumpsters. Operators must take grease with them.

25. Submission of an application indicates Operators agree that they have read and understand the rules and regulations outlined herein and, it is agreed that these rules are part of this contract and no other agreements whether written or verbal, implied or expressed, shall be binding upon the parties unless in writing and signed by the Chairman of the festival committee.

Please mail registration packet, as specified in item 1 of the Rules & Regulations to:

Franklin Township
P.O. Box 364
BARK-Tober Fest
All lessees must be listed.

Contact Person:

Please print clearly

Lessee Name:

Lessee Name:

Business Name:

Business Phone:

Cell Phone:

Address:

City:

State: _____ **Zip:** _____

Email Address:

Please print clearly

Pursuant to all the Rules & Regulations set forth herein, we, the undersigned desire to reserve space at the BARK-Tober Fest Festival to be held in Franklin Township, September 30, 2017.

Signature: _____

Signature: _____

Description of items to be sold: PLEASE PRINT CLEARLY

Office Use Only:

Booth Rental Fee _____

Waiver _____

EXAMPLES OF BOOTHS:

Scentsy - Would pay the regular booth rent.

Franklin Band Boosters - Would pay the non animal 501 (c) (3) booth rent.

Food Truck - Would pay the Food Truck/Trailer booth rent

Churches - Would pay the non animal 501 (c) (3) booth rent.

Historical Societies - Would pay the non animal 501 (c) (3) booth rent.

Animal Adoption and Rescue Organizations - Free

Hand made wreaths - Would pay the regular booth rent.