

Kent's United Services Organization, Inc.

138 E. Main St.
Kent, Ohio 44240

Telephone (330) 673-9855
Fax (330) 673-9860
www.kentbiz.com

Dear Past/Future Kent Heritage Festival Participant;

The 2008 Kent's United Services Organization, Inc. (KUSO) Heritage Festival will be held on July 5, 2008. The festival will be held in downtown Kent on Water, Erie, Franklin and Main Streets between Depeyster and Gougler. Enclosed you will find a ***Craft and Information Booth application form and guidelines*** for Kent's 2008 Heritage Festival.

Craft applications will be evaluated and judged by date of receipt. We are looking for quality, **hand crafted** items. Demos are highly encouraged and welcome. Jury meetings will be held the first week of each month between January and June. To be included in this judging, please comply with all rules and guidelines. **The decision of KUSO and the booth committee will be final. There will be no refunds of booth fees under any circumstances, except those that are denied.**

PLEASE NOTE THE FOLLOWING DEADLINES

**Applications for Craft and Information Booths will be accepted
Between February 1 and June 20, 2008**

Applications fees are as follows:

Applications received between **February 1, 2008 and May 1, 2008**

Booth Fee - \$75.00

Applications received between **May 2, 2008 and June 1, 2008**

Booth Fee Increases to \$85.00

Applications received between **June 2, 2008 and June 20, 2008**

Booth Fee Increases to \$95.00

110 electrical power is available for a \$35.00 charge.

Applications received after June 1st will not have electric available for their booths.

If you have any questions, please contact:

Kent Area Chamber of Commerce Office (330) 673-9855

Applications approved are expressly contingent upon KUSO, Inc. obtaining any and all requisite permits and approvals from government agencies and others to hold the festival.

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| Craft / Information / Display / Game Booth Application | |
| Amount of Check \$ _____ | Booth # _____ |
| _____ Application Received Between February 1, 2008 and May 1, 2008 | Applic. Fee is \$75.00 |
| _____ Application Received Between May 2, 2008 and June 1, 2008 | Applic. Fee is \$85.00 |
| _____ Application Received Between June 2, 2008 and June 20, 2008 | Applic. Fee is \$95.00 |
| Additional Fee for 110 Electric \$35.00 | |
| Absolutely NO applications will be accepted after the 20th of June 2008. No Refunds. | |
| Please indicate type of booth: _____ Information Booth _____ Craft Booth (Handcrafted items) (Attach photo of hand crafted items) | |

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| Game Booth | Children's Booth |
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| Name _____ | Phone # (_____) _____ |
| Business Name _____ | |
| Address _____ | |
| City _____ | State _____ Zip _____ |
| Signature of responsible person _____ | |
| The participant agrees to abide by and conform to all laws of the State of Ohio, the laws of Portage County, the laws of the City of Kent, Ohio, and the rules and event regulations. Signature on application constitutes agreement to these rules. | |
| Crafters - Please attach photo of handcrafted items to be offered for sale to application form. | |
| Information, Game and Children's Booths - please write a description of your display and/or activity. | |
| Make Checks or Moneyorders Payable to KUSO. | |
| Mail Application, Check and Photograph to Lisa Wise, 138 E. Main St., Kent, Ohio 44240 | |

Booth operation will be between the hours of 9:00 A.M. - 8:00 P.M. For the safety of festival participants and attendees **NO VEHICLES WILL BE PERMITTED IN THE CRAFT AREA BETWEEN 9:00 AM AND 8:00 P.M. -- No exceptions!** Confirmation of this application will be sent back once approved. (If you do not receive a confirmation per rule #2 on the following page, call the Chamber Office at (330) 673-9855. Directions for arriving/exiting the festival will be mailed closer to the festival date.

This application is made by the undersigned for booth space at Kent's Heritage Festival, which will be held on Saturday, July 5, 2008. This form is only an application for Craft, Information, Game, or Children's booth space. (If you need a Food Booth Application, please call or write for proper application form. Kent United Service Organization, Inc. expressly reserves the right to approve or reject applications for booth space in its sole discretion.

1. Site of Kent's Heritage Festival is downtown Kent.
2. All fees must be paid with this application. Any denied applicant will receive their check back with written refusal. **Please do not call to check the status of your application until the 2nd week of the month after your application was placed in the mail** (i.e., application mailed February 1st, Please do not call to check status until March 11th.) Checks should be made payable to Kent's United Services Organizations, Inc.
3. Booth equipment can be moved into designated areas any time after 6:00 A.M., July 5, 2008. Each participant is responsible for their own booth and equipment and levels with own blocks and shims. All participants are responsible for securing their own booths and equipment.
4. After unloading booths and equipment, PLEASE remove cars and trucks to designated parking areas. **ALL VEHICLES MUST BE OUT OF THE FESTIVAL AREA BY 9:00 A.M. NO VEHICLES WILL BE PERMITTED BACK INTO THE FESTIVAL AREA until 8:00 PM**
5. Festival Hours will be: 9 AM to 11:30 PM.
6. Stages, activities will be placed on their assigned spots. Participants are to use only their assigned areas.
7. **ABSOLUTELY NO POPPERS OR FIREWORKS OF ANY KIND ALLOWED.**
8. Only heavy-duty 3 prong extension cords should be used. Others will cause you to blow fuses.
9. Unattended booths will be dismantled.
10. No solicitation or distribution of literature shall be permitted except by organizations from within the confines and immediate area of their own booths.
11. No raffles without approval of the Booth Committee before the day of the event. Winners must be posted at the Information Booth after the drawing, prior to the close of the festival.
12. All booths are to furnish their own garbage bags. Trash boxes will be provided on the street. All garbage must be taken to the dumpsters when bagged. Bagged garbage will not be permitted to accumulate at your booth space or sidewalk thoroughfares. Cardboard, glass, and cans should be recycled. A dumpster for trash will be located in the Kent Hardware parking lot. A receptacle for recyclable material will be located at the rear of the Home Savings building. Please protect our environment.
13. **All booths and garbage must be removed and clean-up done one hour after the close of your booth. Any deviation from this clean-up request will exclude participation in future festivals.**
14. **There will be no refund of booth fees.**
15. Any act beyond the control of power of either party preventing the holding of the event in full or part, neither party shall hold the other liable for damages of any kind. This event takes place rain or shine on the date stated.
16. The event does not guarantee or insure the exhibitor's property against damage, loss or injury; nor does it assume any liability in case of damage, loss, or injury. Applicant agrees to indemnify and hold KUSO, Inc. harmless from any and all liability applicant incurs as a result of the application process or as a result of Applicant's conduct or business as a vendor of booth space should applicants' application be approved.
17. The participant agrees to abide by and conform to all laws of the State of Ohio, the laws of Portage County, the laws of the City of Kent, Ohio, and the rules and event regulations. **Signature on application constitutes agreement to these rules.**
18. **This is a Juried Show.** With this application **we will need sample photos** of your items to be displayed along with a specific description of said items. To have photos returned, include a self-addressed stamped envelope. We reserve the right to refuse any vendor. The goal is to have a diversity of quality items at the event.
19. **The decision of KUSO, Inc. and the booth committee will be final.**