

February 2008

Dear Kent's Heritage Festival Participant:

The 2008 Kent's United Services Organization, Inc. (KUSO) Heritage Festival will be held on July 5, 2008. The Heritage Festival will be held in downtown Kent on Water Street, Erie, Franklin, and Main Street between Depeyster and Gougler. Enclosed is a **FOOD BOOTH application form and guidelines** for Kent's 2008 Heritage Festival.

***In the spirit of providing our service clubs and agencies an opportunity to earn community dollars for support of programs for various member groups of our community, it will be the policy of K.U.S.O. to give them first priority on the selection of food offerings in their booths.***

***Community Organizations will be charged the commercial rate for all outsourcing of food vendors that is not run by that organization.***

**Community Organizations must have their entry postmarked by Friday April 18, 2008**

Each registration will be evaluated by date of registration and sponsorship commitment level. The decision of K.U.S.O. and the booth committee will be final.

**Commercial Vendors will have an opportunity to participate and choose food items after the 1<sup>st</sup> of June 2008**

**Commercial entries must be postmarked by June 6, 2008**

If you have any questions, please contact the following persons

Food Booth Chairperson - Lisa Wise, (330) 673-9855

Sincerely,

Booth Chairperson, 2007

This application is made by the undersigned for booth space at Kent's 2008 Heritage Festival, which will be held on Saturday, July 5, 2008. This form is only an application for booth space. 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. Make checks payable to (KUSO) Kent's United Services Organizations, Inc.
  3. Booths, food, equipment, etc. can be moved into designated areas anytime after 6:00 am, July 5, 2008.
  4. Each organization is responsible for its own booth and equipment and level with own blocks and shims. All participants are responsible for securing their own booths and equipment.
  5. 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 CRAFT VEHICLES WILL BE PERMITTED BACK INTO THE FESTIVAL AREA until 8:00 PM (FOOD AREA BEFORE 11:30 PM) **NO VEHICLES WILL BE PERMITTED TO PARK IN ANY ALLY. (After unloading of supplies vehicles must be removed.)** The police will tow vehicles remaining longer than 15 minutes.
6. Festival Hours will be: 9 AM to 11:30 PM. **Optional times will be offered to food booths from 9:00 AM to 8:00 PM; or 9:00 AM to 11:30 PM. Your operating time must be specified in your application and is subject to approval and scheduling by the booth committee.**
7. Stages, activities, booths, and food concessions will be placed on their assigned spots.
  8. Only heavy-duty 3 prong extension cords should be used. Others will cause you to blow fuses. 110 and 220 electricity will be provided. Water will be provided but you must supply a Y- connector and bring your own garden hose.
  9. All booths are to furnish their own garbage bags. Trash boxes will be provided. **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 (behind booth). Cardboard, glass, and cans should be recycled - A dumpster for trash will be located in the Kent Hardware Parking lot. A receptacle for recycled material will be located at rear of the Home Savings Building. Protect our environment please. Thank you!!
  10. **All booths and garbage must be removed and clean-up done one hour after the close of the festival. Bagged garbage must be taken to the dumpsters throughout the day. Any deviation from this clean up request will exclude participation in future festivals.**
  11. No solicitation or distribution of literature shall be permitted except by organizations from within the confines and immediate area of their own booths.
  12. 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.

13. No refund of deposits on **after June 6<sup>th</sup>**.
14. 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 applicant's application be approved.
15. Laws, Regulations: 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.**

**INSURANCE - VENDOR SHALL CARRY general liability and products/completed operations insurance with policy limits of at least \$1,000,000 (one million dollars) combined single limit for each occurrence and in the aggregate. The insurance shall specify coverage for all activities of the vendor. KUSO, Inc. and the City of Kent shall be named as additional insured's. A certificate of insurance providing all information as requested above shall be delivered with completed application.**

16. Cancellation: 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.
17. Unattended booths will be dismantled.

18. In the spirit of providing our service clubs and agencies an opportunity to earn community dollars for support of programs for various member groups of our community, it will be the policy of K.U.S.O. to give them and sponsoring organizations of KUSO first priority on the selection of food offerings in their booths. Each registration will be evaluated by date of registration and sponsorship commitment level. The decision of K.U.S.O. and the booth committee will be final.

**Applications must come complete with Check and Certificates of Insurance or they will be returned to you!!!!**

**\* "Non Profit" rate limited to one booth per organization. Additional booths will be charged at Commercial rate.**

Applications approved are expressly contingent upon KUSO, Inc. obtaining any and all requisite permits and approvals from governmental agencies and others to hold the festival. **PLEASE SUBMIT YOUR CERTIFICATE OF INSURANCE WITH THIS APPLICATION!!!! (#14 ABOVE)**

<b>Food Booth Application</b>	Received _____	Booth # _____
Name of Organization _____		
Chairperson _____	Pop or Water _____	
Address _____		Food Item _____
City _____	State _____	Zip _____
Phone No. _____	Food Item _____	
<p>All food booths must have all item(s) to be sold approved by the Food Booth Committee. Organizations are encouraged to concentrate on one or two items. Since we limit certain food/drink items Lemonade (fresh), Ice Tea (brewed), Potatoes, Ribs, Sausage Sandwiches, German Franks, Pizza etc.- <b>YOU MUST BE SPECIFIC!</b></p>		
Signature of Chairperson _____		

Your signature indicates agreement to sell only aforementioned items.

*Service Organization	Commercial Organization
_____ Booth cost - \$80.00	_____ Booth Cost - \$450.00
_____ 110 Electric - \$35.00	_____ 220 Electric - \$100.00
_____ 220 Electric - \$100.00	_____ Water- Bring hose & Y Connector
_____ Water - Bring hose & Y Connector	

Hours of Booth Operation will be: \_\_\_\_\_ 9:00 AM to 8:00 PM \_\_\_\_\_ 9:00 AM to 11:30 PM

\_\_\_\_\_ Name of Insurance Carrier

**We must receive the following pieces of information with your application or it will be returned!!**

\_\_\_\_\_ Insurance Certificates naming 1) your organization and 2) the City of Kent, and 3) KUSO Certificate of Insurance must show / list your organization somewhere on the form.

\_\_\_\_\_ Insurance Certificate must state 1 million overall coverage.  
**This Insurance must be Current on July 5, 2008**

\_\_\_\_\_ Insurance Certificate must state 1 million dollar coverage for each occurrence

**Application Deadline for Community Organization's is April 18<sup>th</sup>. Application Deadline for Commercially Licensed Food Entities is June 6, 2008.** Application may be submitted earlier, but decision will be made after June 6<sup>th</sup>. (You may wish to offer alternative items for sale at your booth in case a community organization has chosen your "food item").

Make Checks payable to KUSO  
**Mail completed form and check or money order to: Lisa Wise, 138 E. Main St., Kent, Ohio 44240**

**\* Non Profit rate limited to one booth per organization. Additional booths at Commercial rate.**