



Heart of Ohio^{USA}
association A

P O Box 594
Centerburg, Ohio 43011

www.heartofohiousa.com

Thank you for your interest in participating as a vendor at the Heart of Ohio USA Days Festival. This year's event will be held from June 23 to June 26, 2010, at the Centerburg Memorial Park in Centerburg, Ohio.

The four day festival for family fun and enjoyment is attended by thousands of people. Rides and concessions in addition to a wide range of popular bands, with genres such as rock, country, bluegrass, Christian and oldies provide entertainment that appeal to many. Each year's entertainment features a well known group: *The Reflections* performed in 2009. This year's lineup includes *Jack Scott*, *British Invasion*, and *Darryl Gatlin*. Other attractions include food concessions, arts and crafts, vendors, exhibits and games.

The final day of the event, Saturday, begins with a parade and ends with a huge fireworks display.

Enclosed is an application to apply as a vendor. Approval is granted based on numerous parameters, especially the uniqueness of items offered for sale. Reasonable effort is made by the Association to give each vendor the opportunity to participate without competition from similar food or products. Be advised that this is not a guarantee of exclusivity.

Please print legibly on all forms. Feel free to contact me if you have any questions or comments. If you are a not-for-profit or a community group, please call before submitting the forms. **We need you to sign two copies of the documents and return both copies of the entire agreement, stapled together, to us for signature.** One copy will be returned to you. We must have the entire agreements stapled together, not just the signature page.

New for this year, ATM's will be placed around the park for the convenience of our patrons.

I look forward to hearing from you. You can view and download all the forms at our web site: **www.heartofohiousa.com**

Glen Goodwin
Chairman, Vendors and Crafters
Cell: 740-627-0207
Email: cruzinfo@yahoo.com



Heart of Ohio^U
association ^S_A

PROCEDURE TO BECOME A VENDOR

- 1. Fill out the 2010 Festival Application for Vendor Participation, pages 1 & 2.**
- 2. Fill out the 2010 Unit Diagram.**
- 3. Fill out the 2010 Festival Price Schedule. Note: if you are a nonprofit group, call us first.**
- 4. Mail the above (Festival Application, Unit Diagram, and Price Schedule) to:**

**Heart of Ohio USA Association
P.O. Box 594
Centerburg, Ohio 43011**
- 5. We will review the application and inform you as to our decision.**
- 6. If approved, we will fill in the 2010 Festival Contract and mail 2 copies to you.**
- 7. Upon receipt of the contracts, sign and return one complete copy back to us along with payment.**
- 8. Within 30 days, food concession vendors must contact your insurance and inform them that Heart of Ohio USA Association needs to be named “additional insured” on your policy and that they produce a document that states this. Send us this document.**
- 9. You are now ready for business.**

Heart of Ohio USA Association
2010 Festival Application for Vendor Participation
June 23 to June 26, 2010

Page 1 of 2

Please print legibly.

Business Name _____

Contact Name _____

Address _____

City, State, Zip _____

Telephone _____ **Cell** _____

Email _____

Are you a community group or not-for-profit organization? Yes___ **No**___

Select ONE category. Submit additional applications if necessary.

Arts & Crafts **Misc.Sales** **Games (Non-profit groups only)**

Food Concession **Displays**

List items to be sold. If food concession, include a copy of menu. Attach sheet if necessary.

Describe: Unit, Trailer, Tent or Other _____

Note: Round feet and inches to next higher foot.

Size of Body of Unit or Tent Size _____ ft X _____ ft

Size, Including Tongue and All Awnings Open. If tent, size including guy ropes and stakes _____ ft X _____ ft

Total Ground Space Requested _____ ft X _____ ft

Area Requested: **Concessions** **Lawn** **Pavilion**

Heart of Ohio USA Association
2010 Festival Application for Vendor Participation

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Electricity Requested Yes No

If YES, Volts _____ Amps _____

Water Requested Yes No

INSURANCE INFORMATION REQUIRED FOR FOOD CONCESSION VENDORS:

Name of Insurance Company _____

Name of Agent _____

Address of Agent _____

City, State, Zip of Agent _____

Phone Number of Agent _____

If approved, all of the information provided in this application, including changes agreed to by the Vendor and Heart of Ohio USA Association, become a part of the Festival Contract.

VENDOR:

Signature _____ Date _____

Print Name _____

APPROVED BY HEART OF OHIO USA ASSOCIATION:

Signature _____ Date _____

Print Name _____

Return two signed copies to the Association. If approved, a copy, signed by the Association will be returned to vendor.

Heart of Ohio USA Association

2010 Unit Diagram

Draw a sketch of your unit. Concession trailer must show the tongue, entrances, awnings and serving side(s) along with any other distinguishing features. Dimension each aspect in feet and inches. Include the length and width of the unit, tongue, and perimeter with all awnings.

For tents and other canopies requiring guy lines and stakes, dimension the perimeter of the tent and canopy. Separately dimension the area needed for the stakes. Your entire unit must fit into the largest dimensions.

Include enough information so that the Association may accurately determine your needs. Also include location of propane tanks, if any.

Business Name _____

Heart of Ohio USA Association

2010 Festival Price Schedule

Business Name _____

Price Schedule is for the entire event.

Not-for-Profit or Community Group \$ Call

Concessions: Food, drinks, desserts, etc. in Concession Area

Per trailer or equivalent space \$275 \$ _____

Electricity: \$2 Per Amp over 30 amps. Additional _____ amps \$ _____

Water and gray water dumping station included. \$ 0

Non-Food Concessions: Novelties, jewelry, etc. in Concession Area

Per trailer or equivalent space \$100 \$ _____

Electricity: One 120 volt receptacle \$20 \$ _____

**Arts & Crafts, Displays, Specialty Concessions,
Non-Food Concessions (Business, public or private)**

Per 20 ft. by 15 ft. space in Grassy Area \$50 \$ _____

Per 20 ft. by 15 ft. space in Pavilion \$75 \$ _____

Trailer in Lawn \$100 \$ _____

Electricity: One 120 volt receptacle \$20 \$ _____

Event Total \$ _____