



**FRIDAY OCT 21<sup>ST</sup> FROM 5:30 PM – 10 PM**  
**SATURDAY OCT 22<sup>ND</sup> 11 AM – 10 PM**



Amount Paid: \_\_\_\_\_ Receipt # \_\_\_\_\_ Application No. \_\_\_\_\_

**VENDOR EVENT/ASSEMBLY APPLICATION AND RELEASE FORM**  
 DOWNTOWN FRANKLIN: FRANKLIN FALLFEST 2016

**PLEASE PRINT**

Booth Type:  Business  Craft  Food  Non-Profit  
 Truck/Trailer - attach page 4

VENDOR: \_\_\_\_\_  
 (Last Name) (First Name)

REPRESENTING: \_\_\_\_\_  
 (Company, Group or Organization Name)

TELEPHONE: \_\_\_\_\_  
 (Mobile) (Home/Business)

ADDRESS: \_\_\_\_\_  
 (Numbers) (Street) (City) (Zip)

E-MAIL ADDRESS: \_\_\_\_\_@\_\_\_\_\_.

Ohio Vendor/Food Vendor License (if applicable) # \_\_\_\_\_

I will use Electric: \_\_\_\_\_ Yes (please complete the Electric Requirements Form) \_\_\_\_\_ No

\_\_\_\_\_ New Booth for FallFest \_\_\_\_\_ Returning Booth I have done Franklin FallFest for \_\_\_\_\_ years.

I am willing to donate \_\_\_\_\_ (merchandise item or value) to be used as a Franklin Fall Festival contest prize. A donation of merchandise or item of equal value is NOT necessary to be considered for participation as a vendor in Franklin Fall Festival.

**DESCRIPTION and PHOTOS of ACTIVITY or ITEMS being SOLD and/or PROMOTED.**  
 INCLUDE PRICING: (ATTACH SEPARATE PAPER IF NECESSARY)


A vendor listing of all Franklin Fall Fest vendors will be available at the Festival. To help us prepare this listing, please describe your **product(s)**, not business name, in the 35 spaces below. **Only 35 Characters including word spaces.** PLEASE PRINT LEGIBLY

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*All Vendors Return Pages 1-3 of Application – Food Truck/Trailers also return Page 4*



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**IMPORTANT**

Vendors who do not have an approved permit will be asked to cease any activity immediately.

**RELEASE**

**THE UNDERSIGNED HEREBY AGREES TO ASSUME ALL RISK OF INJURIES TO PROPERTY OR PERSONS OR DEATH RESULTING FROM PARTICIPATION IN THIS EVENT/ASSEMBLY. THE UNDERSIGNED FURTHER AGREES TO PROTECT, INDEMNIFY AND HOLD HARMLESS THE CITY OF FRANKLIN, ITS REPRESENTATIVES, AGENTS AND/OR EMPLOYEES AGAINST ANY AND ALL CLAIMS, DEMANDS OR LIABILITIES FOR DEATH, PERSONAL INJURIES OR PROPERTY DAMAGE, INCLUDING COURT COSTS AND COUNSEL FEES, ARISING FROM PARTICIPATION IN THIS EVENT/ASSEMBLY.**

I, the undersigned, hereby request the granting of an Event/Assembly Permit, and by my signature I am indicating my understanding of the regulations set forth herein. Further, by my signature I am indicating my understanding and voluntary agreement to the Release of the City of Franklin from any liability associated with this event/assembly.

**SIGNATURE**

\_\_\_\_\_

**DATE**

\_\_\_\_\_

**EARLY REGISTRATION DISCOUNTS on Booth Rental Fees Increases Your Profitability!!!**

Paid Registration **RECEIVED** (*Not Postmarked*) by June 30, 2016 will receive a 20% Discount

Non Profit	Craft/Personal	Business	Food
\$24	\$48	\$68	\$120

Paid Registration **RECEIVED** (*Not Postmarked*) by August 30, 2016 will receive a 10% Discount

Non Profit	Craft/Personal	Business	Food
\$27	\$54	\$76.50	\$135

*Discounts do NOT apply to Additional Electrical Permit*

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FRIDAY OCT 21<sup>ST</sup> FROM 5:30 PM – 10 PM

SATURDAY OCT 22<sup>ND</sup> 11 AM – 10 PM

**City of Franklin, Ohio**

**VENDOR EVENT/ASSEMBLY PERMIT**



DATE(S): Friday, OCTOBER 21, 2016

TIMES: Set Up Begins 10AM and Set Up Ends at 5 PM

APPLICATION NO. \_\_\_\_\_

**NON-PROFIT INFORMATION BOOTH**

A non-profit information booth shall be defined as any booth distributing information for non-profit group or agency. Non-profit organizations will be required to present proof of non-profit status with registration.

**CRAFT BOOTH & Personal Sales Consultant (Booking of Home Shows)**

A craft booth shall be defined as the sale of new or restored merchandise, of which a minimum of 75% is required to be handmade. Bottled items such as honey, jams, jellies and relishes may be sold. The sale of beverages in craft booths is strictly prohibited.

**BUSINESS BOOTH**

A Business booth shall be defined as any booth selling merchandise that is not handmade or that is advertising a business/organization. Catalog sales are prohibited- all inventories must be on hand.

**FOOD BOOTH**

A food booth shall be defined as a booth for preparing and selling food on-site. Food sales shall adhere to the approved menu submitted at the time of registration. The correct measurable dimensions of trailers shall be recorded on the registration form at the time of registration. All tents, trailers, etc. must fit within the booth space allotted by the City of Franklin. A separate application for electrical needs must be completed at the time this application is submitted. No portable generators are permitted.

The above-referenced application is hereby granted subject to the following conditions:

CONDITIONS: \_\_\_\_\_

\_\_\_\_\_

**FOR OFFICE USE ONLY**

Special/Credit Allowance: \$ \_\_\_\_\_ Amt Due to be Submitted w/Original Signed Application: \$ \_\_\_\_\_

\_\_\_\_\_  
Sonny Lewis, City Manager

\_\_\_\_\_  
Date

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**FRIDAY OCT 21<sup>ST</sup> FROM 5:30 PM – 10 PM**  
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**Food Trucks/Trailers**



**Set up for food vendors with Trucks/Trailers will be between 7AM and 9AM on Friday October 21<sup>st</sup>**

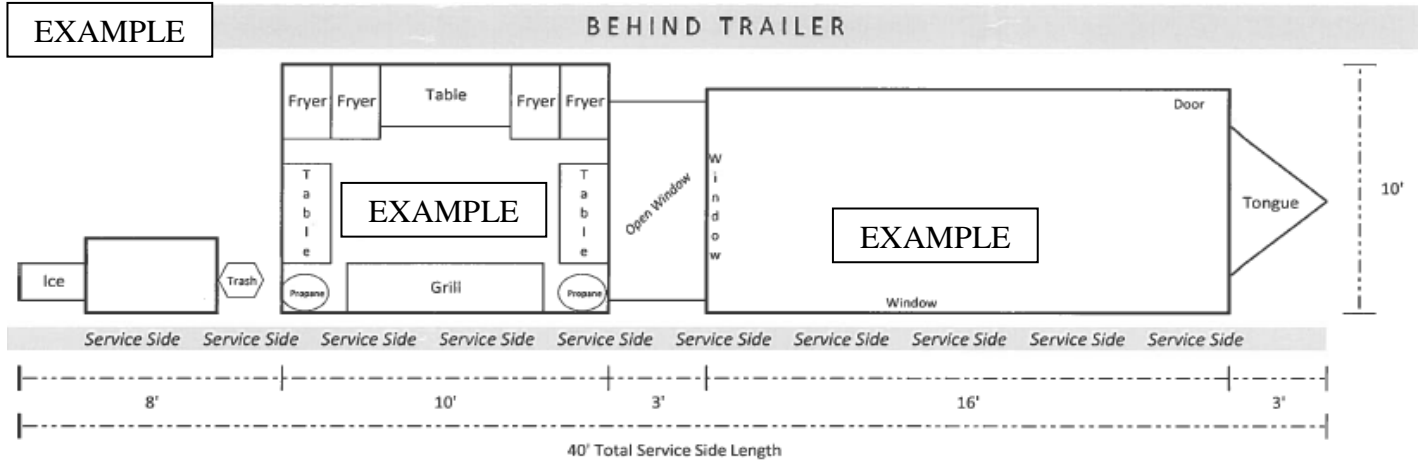
To allow us to better accommodate your needs and facilitate faster set up please include the following information with your application.

Dimensions of truck/trailer: \_\_\_\_\_

Service Side (driver, passenger, rear) if looking at the vehicle from the front or the tongue of the trailer

OR

Include an illustration as pictured below (preferred)



You may use the space below or include your own

**CURB**

Please Mark Distances → See example

**\* Event Side \* Service Side\* Event Side\* Service Side\* Event Side\* Service Side\***

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**RENTAL FEES**

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NON-PROFIT INFORMATION BOOTH **\$30.00**

Booth space is 10' x 10'. The vendor will furnish tent, tables, chairs, etc. A non-profit information booth shall be defined as any booth distributing information for non-profit group or agency. Non-profit organizations may be required to present proof of non-profit status with registration.

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CRAFT BOOTH/Personal Sales Consultants (Booking of Home Shows) **\$60.00**

Booth space is 10' x 10'. The vendor will furnish tent, tables, chairs, etc. Merchandise must be new or restored. No booth will be rented for "carport, yard, garage or rummage sale" purposes. A minimum of 75% of merchandise offered for sale is required to be handmade. The sale of bake sale items will not be permitted in craft booths. Bottled items such as honey, jams, jellies and relishes may be sold. The sale of beverages in craft booths is strictly prohibited. There shall be no items sold which are in direct competition with the City of Franklin. Franklin Special Events has the sole discretion in determining whether a vendor is in direct competition.

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BUSINESS BOOTH **\$85.00**

Booth space is 10' x 10'. The vendor will furnish tent, tables, chairs, etc. A Business booth shall be defined as any booth selling merchandise that is not handmade (herbs, costume jewelry, perfume, etc.) or that is advertising a business/organization (promotional give-away, pamphlets, etc.).

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FOOD BOOTH **\$150.00**

**Single concession trailer. Actual dimensions of trailers must be documented and submitted at the time of application. Please use Page 4 or attach your own illustration. Otherwise, Booth space is 10' x 10'.** The vendor will furnish tent, tables, chairs, etc. but cannot obstruct the flow of traffic. A food booth shall be defined as a booth for preparing and selling food on-site. Food booth applicants will be required to present a full menu at the time of registration for approval. All tents, trailers, etc. must fit within the booth space allotted by the City of Franklin. **Use of portable generators is not permitted.** Electrical needs in excess of 110 volt supplied generator power must be pre-approved by making application via the separate electrical Permit, which is available at [www.franklinohio.org](http://www.franklinohio.org). It is the responsibility of the food booth vendor to supply a minimum of a 100ft extension cable of appropriate gauge to establish connection with power supply.

Warren County Environmental Health – Food Safety Program Info:  
<http://www.wcchd.com/environmental-food-safety.aspx>

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**Regulations:**

1. This application, payment and release form must be completed and submitted to the City at least TEN business days prior to the date of the event/assembly or a permit will not be granted. Please note discounts are available for early PAID registrations (see p. 2).
2. If your application is accepted and approved, fees are non-refundable and non-transferable. If the event must be cancelled due to inclement weather, there will be no refunds and the event will not be rescheduled. The City, in its sole discretion is authorized to cancel the event for any reason it deems necessary.
3. Food Vendors are required to submit a detailed menu. The City reserves the right to restrict some of your main menu items in order to minimize competition between vendors. Excluding: Beverages and side items.
4. Objectionable items, such as weapons, firecrackers, explosives, knives, water balloons, drug paraphernalia, obscene and/or pornographic materials and illegal items may NOT be sold. No alcoholic beverages may be sold or consumed. Counterfeit items are NOT permitted at the festival. All items must be authentic. The City has the authority to reject applications that suggest the selling of these items and remove these items from the festival grounds.
5. Receipt of any complaints or any other criminal behavior shall be just cause for the City's Police Department to ask the vendor to cease and/or disperse. Any Police order for closure and/or dispersal shall be complied with immediately. Failure to comply shall subject the applicant(s) to enforcement action. Such action may result in the Vendor being removed from future consideration for participation or inclusion of special events.
6. Food vendors with Trucks/Trailers You MUST submit an illustration with dimensions with your application – see Page 4. Set-up will begin at 7:00 AM on Friday October 21<sup>st</sup>. You should arrive NO LATER than 9:00 AM. If you arrive after 9:00AM we cannot guarantee you will have the space necessary to set up your equipment. This could result in loss of space and forfeiture of application fees. Minimum 100ft electrical cord of appropriate gauge is require for electrical hook up.
7. All other booth set-up will begin no earlier than **10:00 AM** and will end no later than **5:00 PM** on **Friday, October 21<sup>st</sup>**. Booths are to be temporary. Booth removal is allowed only after the event closes on Saturday or as directed by the program coordinator. The vendor is responsible for clean-up and disposal of all trash within his/her immediate area.
8. Vendor is solely responsible to obtain all insurance coverage necessary for Vendor's activities. Applicable food and/or amusement permits remain the exclusive responsibility of the vendor, as required by law and shall be displayed prominently. Food vendors who do not display a MRFE/REF license shall be prohibited from selling food. An approved fire extinguisher is required for all vendors utilizing heating/cooking operations and is subjection to inspection. Vendors are also responsible for all tax obligations related to their participation at this event.

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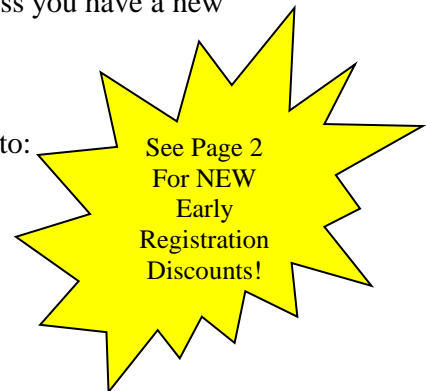
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9. Vendors wishing to setting-up trailers on Thursday October 20<sup>th</sup> must coordinate the logistics of this request with the event director. All trailers must be removed from the site following the close of the event on Saturday October 22<sup>nd</sup> unless other specific arrangements have been made and approved.
10. Any item that is sold by a vendor cannot be given away by any other vendor. Any vendor planning on providing complimentary items to attendees must receive prior approval.
11. Supporting sponsors providing financial or in-kind donations may apply for one (1) complimentary Permit of equal or greater value of donation provided. Supporting sponsors shall adhere to all applicable requirements identified in this permitting process.
12. A permit will not be granted unless the authorized agent or owner signs this application and release form.
13. The City, in its sole discretion, shall determine whether to grant the requested permit, grant a modified permit or to deny such permit.
14. Personal Heaters are NOT allowed.
15. Booth Décor –Incredibly creative and unique booths add extra pizzazz to our festival. We encourage our vendors to get creative by decorating their space with rich fall colors, scarecrows, leaves, pumpkins and other fall themes, to help attract visitors and enhance the fun atmosphere we try to create.

Checklist to include with application:

- \_\_\_\_\_ Application Pages 1-3
- \_\_\_\_\_ Application Page 4 or own illustration – Food Truck/Trailer Vendors Only
- \_\_\_\_\_ Check or money order made out to: City of Franklin (please include your SSN when paying by check)
- \_\_\_\_\_ Photos and descriptions of your product & booth (if you are a returning vendor, it is not necessary to provide images of your booth and product –unless you have a new product line)
- \_\_\_\_\_ Electric Requirements Form (if applicable)
- \_\_\_\_\_ Please return you completed vendor application, photos & check to:  
45 E. 4<sup>th</sup> St. Franklin OH 45005 OR  
1 Benjamin Franklin Way, Franklin OH 45005



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