

## Creekside Blues & Jazz Festival Vendor Information and Regulations

1. **Eligibility:** Applicants must be a year-round and/or seasonal operation with proven festival operational experience. Applicants must have all necessary licenses and insurance. The owner takes full legal responsibility for participation and is the party for whom all transactions will be conducted. All sales and income taxes are the responsibility of the vendor.
2. **Vendor Selection:** Vending spots are limited. The Festival Committee will review all applications and accompanying materials. Items will be judged on appropriateness, quality, and originality. Returning vendors are assessed both on product content as well as past festival participation. **All decisions of the Festival Committee will be final.** The Festival Committee reserves the right, but is not required, to limit the number of vendors per item type and to select and limit which of the items listed on your application may be sold. On the application, please list the items you wish to sell in order of preference and importance.
3. **Application Confirmation:** Submission of an application is not a guarantee of acceptance into the festival. Confirmation will be sent in the form of an acceptance or decline letter from the Festival Committee by **April 1<sup>st</sup>**. Any vendors who are not selected will receive a full refund of fees. If your application is accepted, your vendor payment will be cashed, and your deposit will be held until after the event.
4. **Refunds:** All cancellations must be made in writing and mailed to the Gahanna Convention & Visitors Bureau, 181 Granville St., Ste. 200, Gahanna, OH 43230. Cancellation letters received on or before May 15 will receive a 50% refund of submitted vendor fees. Cancellation letters received after May 15 will receive no refund. The security deposit check submitted with your vendor fee will be held and returned by June 30th if the vendor regulations identified herein are consistently met throughout the duration of the Festival.
5. **Vendor Regulations:**
  - Vendors are required to attend all three (3) days of the event, and spaces must be staffed at all times during posted festival hours.
  - Vendors will not be permitted to set-up before their assigned time. Due to limited space, vendors will be allowed only one half hour to unload supplies and equipment. Late arrivals will be permitted to set-up when the Vendor Coordinator deems appropriate.
  - Vehicles will not be allowed to drive through the festival site except during set-up and clean-up times. No one will be allowed to drive through the festival site after 3 pm on Friday. If an unauthorized vehicle is found on the grounds, the owner will be directed to remove it immediately. Failure to remove a vehicle will result in the vehicle being towed at the owner's expense.
  - Each vendor is required to have an appropriate fire extinguisher. Mifflin Fire Department will inspect sites at their discretion.
  - All vendors are responsible for their own displays, tables, chairs, set-up, rain protection, electric cords, water hoses, gray water containers, fire extinguishers, parking, ice, generators, trailers, refrigerators, etc.
  - Only items pre-approved by the Festival Committee may be sold during the Festival. Any additions must be approved in writing by the Festival Committee prior to the festival. **No free food or drink items are permitted to be distributed on the festival grounds at any time during the festival.**
  - Vendor space includes the street area only and vendors must keep sidewalks clear from equipment, trash, inventory, etc.
  - Vendors are not permitted to set-up, sell items, and/or hang banners outside of their assigned area.
  - Vendors are not permitted to use any audio system at their sites (e.g., for music, announcements, etc.) at any time during the Festival.
  - Vendors are responsible for removing all trash and gray water from your space at the end of each day and placing into the appropriate receptacles. **It is unacceptable to dump gray water into the storm drains.**
  - No vendor is permitted to use the Creekside Blues & Jazz Festival logo without specific prior written approval from the Gahanna Convention & Visitors Bureau.
6. **Festival Rights:** The Creekside Blues & Jazz Festival Committee reserves the right to determine what items are sold, who may sell any particular item, and where the items may be sold. **The Festival also reserves the right to be the exclusive seller and provider of alcohol and carbonated beverage (soda) products during the Festival. Should vendors choose to sell water, bottled water must be purchased from the Festival at a discounted price for re-sale to the public at a pre-determined minimum sales price.** There will be no distribution of sensitive materials. The Festival Committee reserves the right to cause removal of items they deem inappropriate for the Festival or of vendors if any or all regulations are not observed during the event. These rights are non-negotiable and will be strictly enforced. Any violation of the above listed regulations will be considered grounds for immediate removal of the vendor from the festival site.
7. **Indemnity:** By agreeing to use space allotted by the City of Gahanna, Gahanna Convention & Visitors Bureau, Inc. and further covenants, vendors release and waive any and all claims that the vendor, his heirs or executors have or may have against the City of Gahanna, Gahanna Convention & Visitors Bureau, Inc., any of its directors, officers or employees, or any property owner, for loss, theft, breakage, or bodily injury sustained as a result of their participation in the Festival.

Questions? Call us at 614-478-0878

E-mail - [information@gahannaevents.com](mailto:information@gahannaevents.com)

Visit our website – [www.gahannaevents.com](http://www.gahannaevents.com)

Please mail application to:

**Gahanna Convention & Visitors Bureau**

**Creekside Vendors**

**181 Granville Street, Ste. 200**

**Gahanna, OH 43230**