

— PERRYSBURG —
HOMECOMING FESTIVAL

SEPTEMBER 21, 2024

**Historic Downtown Perrysburg
Saturday, September 21st, 2024
9:30am-3pm**

Applicants may register either as a Food Truck or as a Vendor with a free-standing booth. The Perrysburg Area Chamber of Commerce reserves the right to assign specific booth spaces to vendors.

Because of size constraints, the number of vendors accepted into the festival will be limited.
Registrations will be accepted until the maximum number is received.

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please complete the Perrysburg Homecoming Festival Food Vendor Application Form and return with payment to:

The Perrysburg Area Chamber of Commerce
105 W. Indiana Ave, Perrysburg, OH 43551
Phone: (419) 874-9147
Email: director@perrysburgchamber.com

** Full payment must accompany Vendor Application **

Join the Perrysburg Area Chamber of Commerce to celebrate all things Past, Present, and Future with the 2024 Perrysburg Homecoming Festival!

This event includes food vendors, parade, family activities, business, and community expo, arts and crafts.

- Booths in the **Marketplace** area are for businesses, civic organizations, churches, and others.
- Booths in the **Arts/Crafts** area are for artists and artisans. Please request an Arts/Crafts application form.
- Food Vendor Participation is by invitation only.

FOOD VENDOR REGISTRATION

Vendors may register either as a Food Truck or as a vendor with a free-standing booth. The Perrysburg Area Chamber of Commerce reserves the right to assign booth space to exhibitors.

Because of size constraints, the number of vendors accepted into the festival will be limited.

If you have any questions, please contact the Perrysburg Area Chamber of Commerce at (419) 874-9147 or by email to director@perrysburgchamber.com

VENDOR RULES

1. Participants must conform to event set up, opening, and closing times and all entry/exit patterns.
2. All registrations must be paid in full at the time of application. To promote fairness to all participants, contracts received without payment cannot be accepted as a reservation for space. No refunds will be issued except at the discretion of the Perrysburg Area Chamber of Commerce.
3. A service charge of \$25 will be assessed for any check that is returned for insufficient funds or other causes.
4. The Perrysburg Area Chamber of Commerce reserves the right to assign spaces to vendors. Vendors may not assign, sublet, or apportion space, nor exhibit or advertise goods other than their own. Assigned spaces are limited to the business or organization registered for that space. No sharing or swapping of assigned spaces.
5. Free-standing booths are 10 ft wide by 10 ft deep and are in the street.
6. Food Truck dimensions will determine the size of each individual Food Truck spot.
7. The street slopes toward the curb so plan accordingly to ensure that your equipment is level.
8. **NO ELECTRICITY WILL BE PROVIDED.** GENERATORS WILL BE PERMITTED- AS QUIET AND CLEAN AS POSSIBLE. VENDORS ARE RESPONSIBLE FOR SUPPLYING THEIR OWN EQUIPMENT. The Perrysburg Area Chamber of Commerce is not responsible for any equipment malfunctions. Generators, heating/cooking units and all equipment must be kept at a safe distance from festival attendees and other vendors.
9. Vendors using free-standing booths should bring their own tents, tables, and chairs.
10. Tents must be free standing and cannot anchor into the street, sidewalk, or ground. Damage to any part of the property will be paid for by the vendor responsible for the damage.
11. Booths and Trucks must be staffed during show hours. The Perrysburg Area Chamber of Commerce will not be held responsible for any lost or damaged goods. Vendors are solely responsible for all items in their space at all times. Please do not leave booths or trucks unattended.
12. The vendor set up is scheduled for 7am to 9am. No early arrivals! Vendor vehicles (apart from the food trucks) must be cleared from the festival boundaries by 9am.
13. All tow vehicles must be disconnected from trailers and parked outside of the festival area for the duration of the event.
14. Vendors may not leave or pull out of the festival prior to its closing at 3pm, even if they are sold out.

15. All vendors and their employees, volunteers, etc. will be required to park outside of the festival area (excluding food trucks).
16. All vendors must confine their activities, merchandise, literature, equipment, and personnel to the space allotted to them. No signs or advertising devices, including menu boards, shall be displayed outside of the vendor's designated space or extend into the walkways or neighboring booths. Signs or displays must not obstruct the view or adversely affect the operations of other vendors. Refrain from putting flyers and coupons on cars in parking lots.
17. All vendors will handle their own sales and taxes. Vendors must have the appropriate tax licensing. Contact the Ohio Dept. of Taxation at (888) 405-4089 or visit www.state.oh.us/tax to download form ST-1T.
18. Vendors are responsible for obtaining a Temporary Food Service Permit from the Wood County Health District, if necessary, and must comply with all Health District regulations during the festival. Health District forms must be completed at least 10 days prior to the event. Contact the Wood County Health District at (419) 354-2702 for more information.
Temporary Food Service Permit forms are online at:
www.woodcountyhealth.org/wp-content/uploads/2021/04/Temporary-application.pdf
19. All vendors are responsible for general cleanup of their booth spaces at the end of the day. A \$200 fine will be assessed for any grease or oil left behind or poured into the streets or storm drains.
20. Vendors must be at least 18 years of age.
21. Megaphones, microphones, loud music, or shouting will not be permitted.
22. Vendors must follow all Federal, State, City of Perrysburg and Wood County ordinances and licensing rules. Please be aware of the City of Perrysburg's new Food Truck licensing regulations. If you are registering as a Food Truck, you MUST display your 2024 Food Truck Permit Sticker issued by the City of Perrysburg.
23. The Perrysburg Area Chamber of Commerce reserves the right to cancel the festival in the event of severe weather. No rain date will be scheduled, and no refunds will be issued.
24. The Perrysburg Area Chamber of Commerce reserves the right to restrict vendors to suitable methods of operation and display of materials. If for any reason a vendor's booth is deemed objectionable by the festival's management, the vendor is subject to removal. In such an event, management will not be liable for refunding fees paid except at its own discretion. The Perrysburg Area Chamber of Commerce may remove any person or vendor who does not comply with the rules and regulations stated herein or who fails to obey any lawful order of the Perrysburg Area Chamber of Commerce or its designee.
25. The Perrysburg Area Chamber of Commerce reserves the right to decline any application for entry.
26. The Perrysburg Area Chamber of Commerce reserves the right to amend the 2024 Perrysburg Homecoming Festival rules at any time as it deems appropriate.
27. Final booth assignments and food truck parking will be determined on-site on the day of the festival.

Thank you for your participation!

**Perrysburg Homecoming Festival
2024 Food Vendor Application Form**

**To register please complete application and return with payment to:
Perrysburg Area Chamber of Commerce
105 W. Indiana Ave., Perrysburg, OH 43551
Registrations will be accepted until the maximum number is received.**

Vendors may register for either a Food Truck booth (1 truck is considered a Food Truck booth regardless of size) or a Free-Standing 10 ft x 10 ft Food Vendor booth. The Perrysburg Area Chamber of Commerce reserves the right to assign all booths. Payment must accompany this application. Chamber members must continue to be in good membership standing as of September 1st, 2024, to qualify for Chamber Member Rate. ***** ELECTRICAL SERVICE IS NOT PROVIDED *** Generators ARE permitted - as quiet and clean as possible.**

Vendor Information

Company or Organization:

Contact:

Street Address:

City/State/Zip:

Phone:

Email:

OH Vendors License # (if applicable):

Mobile Vendors License # (if applicable):

I am registering for (circle one): Food Truck Booth Free-Standing 10x10 ft. Food Vendor Booth

Food Truck length, including any room needed for generators or rear serving areas _____ ft.

Food Truck Serving Areas (circle all that apply): Driver Side Passenger Side Rear of Truck

Free Standing Food Vendors: please list your source of power if applicable, and all appliances you plan to use:

List menu items:

Participation Fees

\$75 for Perrysburg Area Chamber of Commerce Members

\$150 for Non-Chamber Members & Food Trucks

Payment is via Check or Credit Card. Please mail checks to:

**Perrysburg Area Chamber of Commerce
105 W. Indiana Ave
Perrysburg, OH 43551**

Please email director@perrysburgchamber.com to receive a credit card invoice.

I have read the 2024 Perrysburg Homecoming Festival rules and regulations and agree to abide by all of them. I understand that failure to abide by all the rules could result in my removal from the event and my exclusion from participation in any future Perrysburg Area Chamber of Commerce events. I agree to hold blameless the Perrysburg Area Chamber of Commerce, The City of Perrysburg, and their representatives from any property damage or personal injury sustained while participating in the 2024 Perrysburg Homecoming Festival. I will handle my own sales and taxes and the Perrysburg Area Chamber of Commerce will not collect any percentage of profits. I understand that the Perrysburg Area Chamber of Commerce reserves the right to cancel this event and no refunds will be issued.

Signature _____ Date _____