



Friday July 26th, 2024 - 6:00 PM - 11:00 PM
Saturday July 27th, 2024 - 10:00 AM - 11:00 PM
Sunday July 28th, 2024 - 9:00 AM - 5:00 PM

2024 Summerfest Vendor Invoice/Contract – Not-For-Profit & Non Food Only

Vendor Contacts

Diane McVicker DianemcVicker@gmail.com Karlie Russo Karlie.russo@gmail.com

Thank you for your interest in Fairview Park Summerfest 2024! This is an event of the Fairview Park Municipal Foundation, an independent 501(c)3 not-for-profit. This festival will once again be held within the entirety of Bohlken Park located in Fairview Park, Ohio. Our goal is to provide a fun and satisfying experience for our community while offering a rewarding and profitable weekend for our vendors. Please be patient as we are all volunteers!

Due Date for All Vendor Invoices/Contracts:

July 1st, 2024

Not-For-Profit, Non-Food Vendor Rates

The following rates are for the *full weekend*. 24-hour security provided. Restrooms on site. Note: We no longer offer tables and chairs.

- **\$100 space** - No electricity. All spaces are at least 12 ft wide with varying depth (maximum 25 ft).
- **\$125 space** - 115V electricity. All spaces are at least 12 ft wide with varying depth (maximum 25 ft).

Not-For-Profit, Non-Food Vendor Special Packages

- **\$200 Package** – Includes Bronze Sponsorship with \$125 space – A \$375 value!
- **\$300 Package** – Includes Silver Sponsorship with \$125 space – An \$625 value!
- **\$500 Package** – Includes Gold Sponsorship with \$125 space – A \$1,125 value!

- Visit our website for sponsorship level details: <https://www.fairviewsummerfest.com/sponsors/>

Vendor Rules

It is your responsibility to read these rules and communicate them to your employees

- **Weather** – All spaces are open to the sky and elements. **We require that all vendors secure their tents with at least 40lbs of weight.** We do not supply weights, tent stakes, tarps or any other materials. We are not responsible if your negligence impacts another vendor.
- **Staffing** – We understand staffing issues, but we encourage all vendors to have a staffed space during all public hours of the festival.
- **Behavior** – Be a good neighbor. This is a family friendly festival.
 - We reserve the right to not accept contracts, void contracts for bad faith, demand offensive material be taken down, and to have anyone removed from the festival.
 - We do not tolerate any fights or raucous behavior. Local police will be on-hand to keep the peace. ○

We already have one vendor for “light up, bubble wand, kid-toy, night-time” items. This one vendor, and only this one vendor, is allowed to sell to the crowd during the night hours of the festival.

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- Sales representatives (barring the previously stated) may not sell out into the crowd and must stay 3 feet back from the walkway as marked. Signs/materials/etc must stay 3 feet back from the walkway as marked.

● Setup

- Setup is after 6:00 pm on Thursday to dusk and from 8:00 am to 4:00 pm on Friday. Teardown starts after 5:00 pm Sunday and ends at dusk.
 - You can drive your vehicle, slowly, to your spot during setup times.
 - No vendor vehicles will be permitted through the park after 4:00 pm on Friday and before 5:00 pm Sunday. We will have vehicle barriers up, so please do not plan on setting up or tearing down early.
- Electricity will be available after 6:00pm on Thursday. You must bring your own 100ft outdoor extension cord if you requested electricity. 115V is equivalent to your home electric wiring and can run lights, a small fan, etc. We require each vendor who is requesting an electrical hookup bring their own 100ft extension cord. Plug-in will be from a “spider box” located near your space.

● Liability & Insurance

- We recognize every festival carries with it some potential for liability for not only the festival organizers but the vendors as well. We will always aim to limit the potential for harm as much as possible. We will need a copy of your Certificate of Insurance naming the Fairview Park Municipal Foundation and the City of Fairview Park as additional named insured with respect to General Liability in these general situations:
 - If you intend to sell/give away anything that is meant to be ingested or applied to the skin that is not prepackaged by a company following all applicable health laws. For example: Giving away pre-packaged Oreo cookies does not need insurance.
 - We do not allow the following to be sold or given away at all:
 - Cosmetics/Insect repellent applied to the skin’ not made in a licensed and monitored facility, i.e. produced in your home.
 - Homemade food not made in a facility monitored by the Ohio Board of Health, i.e. your home. We do not accept the “Cottage Food Law” as evidence of health code conformance.
 - If you intend to host a physical entertainment-oriented booth, such as one where guests throw axes, throw a ball, ride a mechanical bull, i.e. anything that can potentially hurt a guest, etc.
 - Please see the separate food invoice/contract if you are a food vendor.

● Spot Location

- You are not guaranteed the same spot year after year. You may request the same spot and we will do our best to accommodate you, however we will never promise you the same location as in prior years. The festival layout WILL change.

● Multi-Year Contracts

- As we have entered into a long contract with our ride vendor, we know the festival dates for 2024 and 2025. The festival will occur on the last weekend in July 2024 and 2025, Friday through Sunday.
- For returning vendors only, we are offering multi-year contracts. Terms:
 - Pay up front for two years, locking in the same rate. Checks only please.
 - Guarantees you a spot for two years. Note this does not guarantee you the same spot every year. Sponsorship packages will carry over.
 - We’ll still need annual insurance indemnification proof if insurance is required (see the Liability & Insurance section above).
 - No refunds if you cannot make the festival.
- Why enter into a multi-year contract?
 - Our festival layout is changing to allow a greater footprint for the ride vendor, meaning we

could be reducing the number of potential spots for independent vendors.

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- Park Entrances

- Vehicles (includes trailers) Less Than 18ft Long - City lot – W 210th lot (3885 W 210th Fairview Park, Ohio)
- Vehicles (includes trailers) More Than 18ft Long – Grass Entrance across from Addington Blvd (3701 W 210th St, Fairview Park, OH 44126)

- Parking

- City lot – W 210th lot (3885 W 210th Fairview Park, Ohio)
 - Small lot - We cannot offer gate guards and this lot will fill up early.
- Westgate Shopping Center – Intersection of W 210th and Center Ridge Rd., border of Fairview Park and Rocky River.
 - Large lot – Target is the closest store to the park entrance. This is shopping center parking but can accommodate festival guests.
- On-site parking – We can, within reason, offer trailer and vehicle parking for vendors within the park. Parking will be on the grass, out of the way of crowds and vendors. You will not be able to move your vehicles during guest hours. Please let the vendor contact know if you need on-site parking.

Questions? – Email is best. Thank you. Karlie.russo@gmail.com

Basic Map of Bohlken Park

The vendor area will ring Field 3, with food vendors toward the south and east. Spaces will be situated along the walking path and will face the walking crowd. In center field we have our music venue. In left field we have our beer tent. Bathrooms are located in the top right of the yellow outlined area as well as the bottom right corner. Electricity will be provided via generators and permanent electrical boxes around the vendor area.





Business: _____

Address: _____

Contact Names: _____

Phone Number & Email: _____

List exactly what you will be selling or what your spot will be promoting:

Please mark **ONE** rate.

Multiple spaces = multiple contracts:

| | | | | |
|--|--|--------------------------------------|--------------------------------------|---|
| One Year > \$100 – No Electricity | One Year > \$125 – 115V Electricity | One Year > \$200 Bronze Package | One Year > \$300 Silver Package | One Year > \$500 Gold Package |
| Two Years > \$200 – No Electricity | Two Years > \$250 – 115V Electricity | Two Year > \$400 Bronze Package | Two Year > \$600 Silver Package | Two Year > \$1,000 Gold Package |
| Three Years > \$300 – No Electricity | Three Years > \$375 – 115V Electricity | Three Year > \$600 Bronze Package | Three Year > \$900 Silver Package | Three Year > \$1,500 Gold Package |

Terms

By signing this contract, you agree to abide by its terms. Fairview Park Summerfest reserves the right to cancel this contract if terms cannot be fulfilled, including, but not limited to, cancellation due to severe weather or natural disaster, pandemic related restrictions, illegal activity, and other activity not meeting the mission of this festival. By signing this contract you agree to release the Fairview Park Municipal Foundation, its Summerfest Committee, and the City of Fairview Park from any liability of any kind.

In the event that pandemic restrictions are in place this summer (including a recommendation by State of Ohio, Center of Disease Control, or other proper government agency that a fair not be held) or the State of Ohio imposes any restriction on how fairs must operate, we reserve the right to cancel the 2024 Fairview Park Summerfest fair. We apologize for any inconvenience this may cause.

Please sign here acknowledging you understand the terms and will abide by the rules as stated:

Printed Name & Title: _____ Signature: _____ Date: _____

- Submit the following:
 - This contract fully filled out. Please note this is a four page contract.
 - Check made payable to **Fairview Park Municipal Foundation**. We prefer to not use electronic payments.
 - A copy of your Certificate of Insurance naming the Fairview Park Municipal Foundation and the City of Fairview Park as additional named insured with respect to General Liability. See the “Liability & Insurance” section of this contract for details.

- Mail to: Fairview Park Municipal Foundation 21869 Seabury Avenue Fairview Park, Ohio 44126 % Diane

McVicker

This counts as an invoice.