



Independence Day Concert & Fireworks

July 3, 2017

Vendor Application Information

Application Deadline: Monday, May 8, 2017

Applications must be received prior to the application deadline. Vendors will not be accepted the day of the event. Submitting an application does not guarantee acceptance.

Criteria for Selecting Vendors:

- No more than 15 vendors will be accepted. Space and access to utilities is limited.
- Vendors will be chosen for optimal variety of items for sale. To eliminate duplication of goods available, no more than two vendors selling like items will be accepted.
- Vendors will be limited to food, nonprofit education organizations and other services that enhance the family-friendly nature of the event (e.g., face painting) at the discretion of the Independence Day Committee. Other for-profit vendors will not be accepted.

Additional Vendor information:

- The Independence Day Committee reserves the right to modify the list of items offered for sale.
- Alcohol sales and glass containers are not permitted.
- Vendors must supply their own tables, chairs, canopies, displays, racks and signs.
- Vendors are solely responsible for complying with local health code requirements.
- Vendors are subject to inspection and must comply with campus officials from the Office of Public Safety.
- Generators must be under 60 decibels.
- Vendor setup location will be determined by the Independence Day Committee. The committee will try to honor preferred location as indicated on the application form, but final location will be decided to best accommodate the needs of the college/university and its guests. No exceptions.

Vendor Notification Deadline: May 22, 2017

Vendors will be notified of acceptance/non-acceptance via email. Those accepted will need to verify acceptance in writing and submit a certificate of insurance. A campus map and assigned location will be emailed after confirmation of acceptance and receipt of a certificate of insurance.

Certificate of insurance Deadline: June 5, 2017

Accepted vendors must submit a certificate of insurance with the following requirements:

- Vendors must be insured with \$1,000,000 per occurrence and \$2,000,000 aggregate coverage.
- Certificate must list Central Ohio Technical College and The Ohio State University as additional insured.

Setup Time: Utilities will be available at 7:30 a.m. Vendors are expected to be in service by 6 p.m.

The opening concert will begin at 6:30 p.m. Audience members usually begin arriving between 5:30–6 p.m. Vehicles must be moved to a parking lot immediately after setup is complete.

Cleanup Time: All clean-up must occur immediately following the event.

Fireworks will commence at approximately 10 p.m. Entertainment will be provided for one half-hour following the conclusion of the fireworks.

Vendor Fee: Vendors will be charged a \$100 fee, payable upon arrival the day of the event.

Checks must be written to Central Ohio Technical College. Nonprofit organizations are permitted to participate at no cost. The committee seeks to contract with a mix of for-profit and nonprofit organizations.

Annual Independence Day Concert & Fireworks

Monday, July 3, 2017

Vendor Application Form

Application Deadline: Monday, May 8, 2017

Applications must be received prior to the application deadline. Vendors will not be accepted the day of the event. Submitting an application does not guarantee acceptance.

Business or organization name: _____

Contact name: _____

Address: _____

Contact Phone: _____ Alternate Phone: _____

Email: _____

List ALL items you will sell (please be specific):

Vendors will NOT be allowed to sell any item that is not listed. Alcohol sales and glass containers are prohibited. We anticipate between 8,000–10,000 audience members; apply only if you are prepared to sell large quantities.

Food Items

Beverage Items

Electricity needed? No Yes Amps/Volts: _____

Water needed? No Yes

Preferred location: Hopewell Hall Adena Hall Warner Center No preference

Choosing a preferred location does not guarantee your setup location.

Vendor Fee: Vendors will be charged a \$100 fee, payable upon arrival the day of the event.

Checks must be written to Central Ohio Technical College. Nonprofit organizations are permitted to participate at no cost. **Do not send fee with application.**

Return this form by the application deadline to:

Cheri Russo, Director of Marketing and Public Relations

Email: russo.193@cotc.edu or russo.193@osu.edu

Mail: 1179 University Drive, Newark OH 43055

Phone: 740.366.9420

Fax: 740.366.9343