

Harrison Rally Day presented by Mercy Health

Historic Downtown Perrysburg

Saturday, September 16, 2017

9:30 am to 4 pm

2017 MARKETPLACE Exhibitor / Vendor Application

Complete the attached Marketplace Application Form and return with payment to:

The Perrysburg Area Chamber of Commerce

105 W. Indiana Ave, Perrysburg, OH 43551

Phone: (419) 874-9147 Fax: (419) 872-9347

Email: director@perrysburgchamber.com

Full payment must accompany Application.

Join the Perrysburg Area Chamber of Commerce as we host
Harrison Rally Day presented by Mercy Health!

This is Perrysburg's largest and most diverse community festival.

The one day 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.

Harrison Rally Day presented by



Sponsorship Opportunities

\$1,500 - Platinum Sponsorship Multiple sponsorships are available at the Platinum Sponsorship Level

- Platinum Level Signage at festival
- Complimentary exhibitor booth with canopy tent, table, and two chairs
- Name & logo on Chamber website until December 2017 as Platinum Sponsor
- Logo on Chamber Newsletter until December 2017 as Platinum Sponsor
- Recognition in press releases and coverage in newspaper, chamber website, social media and newsletter.

\$1,000 - Gold Sponsorship Multiple sponsorships are available at the Gold Sponsorship Level

- Gold Level Signage at festival
- Complimentary exhibitor booth with table, and two chairs
- Name on website until December 2017 as Gold Sponsor
- Recognition in newspaper, chamber website, social media and newsletter

\$ 500 - Silver Sponsorship Multiple sponsorships are available at the Silver Sponsorship Level

- Silver Level signage at festival
- Complimentary exhibitor booth with table, and two chairs
- Name on website until December 2017 as Silver Sponsor
- Recognition in newspaper, chamber website, social media and newsletter.

\$250 - Bronze Sponsorship Multiple sponsorships are available at the Bronze Sponsorship Level
(*does not include a complimentary booth*)

- Bronze Level signage at festival
- Name on website until December 2017 as Bronze Sponsor
- Recognition in newspaper, chamber website, social media and newsletter.

Sponsors may not offer food or drink either for sale or on a complimentary basis at their booths.

EXHIBITOR / VENDOR REGISTRATION

Exhibitors / Vendors may register for a maximum of 2 booths. The Perrysburg Area Chamber of Commerce reserves the right to assign booth space to exhibitors. Several sponsorship packages include a complimentary booth.

Businesses, Civic Organizations & Cottage Industries Use a **MARKETPLACE** application form.

Artists and Artisans Use an **ARTS/CRAFTS** application form.

Food Vendor Participation is **BY INVITATION ONLY**.

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

Exhibitor Rules

1. Participants must conform to event set up, opening and closing times and all entry/exit patterns.
2. All booths must be paid in full at time of registration. 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 booth spaces to exhibitors. Exhibitors 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 booths.
5. Booths are 10 ft wide by 10 ft deep and are in the street. The street slopes toward the curb so plan accordingly.
6. Exhibitors should bring their own tents, tables and chairs. As a convenience for vendors, these items may be rented through the Perrysburg Area Chamber of Commerce. Rental items will be set up at the appropriate booths on Saturday morning. Rental arrangements must be made by August 4, 2017.
7. 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 exhibitor responsible for the damage.
8. Booth set up for Exhibitors is scheduled for 6 to 9 am. No early arrivals! Exhibitor vehicles must be cleared from the festival boundaries by 9 am.
9. Exhibitors are responsible for the installation and removal of their own displays.
10. Booths must be staffed during show hours. The Perrysburg Area Chamber of Commerce will not be held responsible for any lost or damaged goods. Exhibitors are solely responsible for all items in their booth at all times. Please do not leave booths unattended.
11. No displays are to be dismantled or removed prior to the show's closing at 4 pm.
12. All Exhibitors will be required to park outside of the festival area.
13. All Exhibitors must confine their activities, merchandise, literature, souvenir items, equipment and personnel to the space allotted them. No signs or advertising devices shall be displayed outside of the exhibit space or extend into the aisles or neighboring booths. Signs or displays must not obstruct the view or adversely affect the displays of other exhibitors. Refrain from putting literature on cars in parking lots.
14. All vendors will handle their own sales and taxes. Vendors making retail sales must have a transient vendors license unless declared as a non-profit charitable organization by the IRS. Contact the Ohio Dept. of Taxation at (888)405-4089 or visit www.state.oh.us/tax to download form ST-1T.
15. Vendors may not offer food or drink (including - but not limited to - bottled water, coffee, cookies, popcorn), either on a complimentary basis or for sale, with the exception of small wrapped candy as a give-away item.
16. Booths ARE NOT equipped with electrical service.

17. The use of gas generators is prohibited.
18. 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 debris, grease or oil left behind or poured into the streets or storm drains.
19. Vendors must be at least 18 years of age.
20. In accordance with the City of Perrysburg's Codified Ordinance, please keep any animals on-leash. The City allows a maximum leash length of 25 feet but for everyone's safety please use a shorter leash length.
21. Megaphones, microphones, loud music or shouting will not be permitted.
22. Vendors must be in compliance with all Federal, State, City of Perrysburg and Wood County ordinances.
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 exhibits to suitable methods of operation and display of materials. If for any reason an exhibit or its content is deemed objectionable by the show's management, the exhibit is subject to removal. In such an event, management will not be liable for refunding fees paid for exhibit rental 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.
29. The Perrysburg Area Chamber of Commerce reserves the right to amend the festival rules at any time as it deems appropriate.
30. Final booth assignments and set up instructions will be available 10 days prior to the event.

***** Marketplace Vendor / Exhibitor Application Form is on the next page *****

