

## Harrison Rally Day presented by Mercy Health

**Historic Downtown Perrysburg**

**Saturday, September 15, 2018**

**9:30 am to 4 pm**

Complete the 2018 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 Fax (419) 872-9347  
Email [director@perrysburgchamber.com](mailto: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 **Arts/Crafts** area are for fine artists, artisans and crafters. Please use the attached Arts/Crafts application form. If your items are not deemed to be home crafted, you may still apply for entry in the Marketplace.
- Booths in the **Marketplace** area are for businesses, civic organizations, churches, and others. Please request a Marketplace 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](mailto:director@perrysburgchamber.com).*

**Harrison Rally Day presented by**



## **EXHIBITOR / VENDOR 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 application. To promote fairness to all participants, applications 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. Vendors may not assign, sublet, or apportion space, nor exhibit or advertise goods other than their own. Assigned spaces are limited to the vendor 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. Vendors 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 3, 2018.
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. Vendors are responsible for the installation and removal of their own displays.
9. Booth set up for Vendors is scheduled for 6 to 9 am. No early arrivals! Vendors' vehicles must be cleared from the festival boundaries by 9 am.
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. Vendors 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 Vendors will be required to park outside of the festival area.
13. All Vendors 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](http://www.state.oh.us/tax) to download form ST-1T.
15. To qualify for the Arts/Crafts area, all artwork and craft items must be original and hand-produced by the entrant.
16. Applications must include images of 3 different pieces, either color photos (labeled with applicant's name) or digital images. Digital images can also be emailed to [info@perrysburgchamber.com](mailto:info@perrysburgchamber.com).
17. 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.

18. Booths ARE NOT equipped with electrical service.
19. The use of gas generators is prohibited.
20. 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.
21. Vendors must be at least 18 years of age.
22. 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.
23. Megaphones, microphones, loud music or shouting will not be permitted.
24. Vendors must be in compliance with all Federal, State, City of Perrysburg and Wood County ordinances.
25. 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.
26. 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.
27. Applications must pass through a review process and are not guaranteed entry. 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.

**\*\*\* Artist/Crafter Vendor Application Form is on the next page \*\*\***

**HARRISON RALLY DAY presented by MERCY HEALTH**  
**2018 ARTIST/CRAFTER VENDOR APPLICATION FORM**

To register please check the appropriate boxes and return with payment to:  
Perrysburg Area Chamber of Commerce 105 W. Indiana Ave., Perrysburg, OH 43551  
Email [director@perrysburgchamber.com](mailto:director@perrysburgchamber.com) Phone (419) 874-9147 Fax (419) 872-9347

Payment must accompany application. There is no discount pricing for non-profit organizations.  
The Perrysburg Area Chamber of Commerce reserves the right to assign all booth spaces.  
No food or drink may be sold or offered free of charge with the exception of small wrapped candy as a give-away item.  
In the event of severe weather, the Perrysburg Area Chamber of Commerce reserves the right to cancel this event.  
No refunds will be issued.  
Festival Location: Downtown Perrysburg Date: Saturday, September 15<sup>th</sup>, 2018. Hours: 9:30 am – 4 pm.

**Booth Rentals Vendors may register for a maximum of 2 booths.**

\_\_\_\_\_ # of booths @ \$125 each = \$ \_\_\_\_\_  
**\$ \_\_\_\_\_ Total Booth Fees**

**Equipment Rentals (optional)**

\_\_\_\_\_ chairs @ \$ 5 each = \$ \_\_\_\_\_  
\_\_\_\_\_ 8 ft. tables @ \$ 25 each = \$ \_\_\_\_\_  
\_\_\_\_\_ 10 ft. x 10 ft. tent @ \$150 each = \$ \_\_\_\_\_

**\$ \_\_\_\_\_ Total Rental Fees**  
**\$ \_\_\_\_\_ Grand Total of All Fees**

***Payment must accompany Application.***

Please circle one: Visa MasterCard Discover AmEx Check payable to: Perrysburg Area Chamber of Commerce  
Credit Card # \_\_\_\_\_  
Cardholder Name \_\_\_\_\_ Exp \_\_\_\_\_ CVV Code \_\_\_\_\_

**Exhibitor Information**

Business Name \_\_\_\_\_  
Name \_\_\_\_\_  
Street Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_  
Email \_\_\_\_\_  
OH Vendors License # (if applicable) \_\_\_\_\_  
Media / Description of Items \_\_\_\_\_

I am submitting 3 images of my artwork:  PHOTOS  CD  .JPG FORMAT to [info@perrysburgchamber.com](mailto:info@perrysburgchamber.com)

I understand that booth requests cannot be guaranteed. If possible, I prefer the following booth location:  
\_\_\_\_\_

I have read the 2018 Harrison Rally Day presented by Mercy Health rules and regulations and agree to abide by all of them. I understand that failure to abide by all 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 2018 Harrison Rally Day presented by Mercy Health. 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 \_\_\_\_\_