

— PERRYSBURG —  
**HOMECOMING FESTIVAL**

SEPTEMBER 16, 2023

**Historic Downtown Perrysburg**  
**Saturday, September 16<sup>th</sup>, 2023**  
**9:30am-3pm**

**2023 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

Email: [director@perrysburgchamber.com](mailto:director@perrysburgchamber.com)

*Full payment must accompany Application.*

Join the Perrysburg Area Chamber of Commerce as we kick off Homecoming Week to celebrate all things Past, Present, and Future with the 2023 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.

## **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](mailto: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 for in full at the 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. The 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.
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 7am to 9am. No early arrivals! Exhibitor vehicles must be cleared from the festival boundaries by 9am.
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 3pm.
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 to 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 vendor 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. 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, apart from 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 follow 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 5 days prior to the event.

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

**Perrysburg Homecoming Festival**  
**2023 MARKETPLACE EXHIBITOR APPLICATION FORM**  
To register please complete this form and return with payment to:  
Perrysburg Area Chamber of Commerce  
105 W. Indiana Ave. Perrysburg, OH 43551  
[director@perrysburgchamber.com](mailto:director@perrysburgchamber.com)

(Artists & Artisans must use an *ARTS/CRAFTS* application form)

**Marketplace Exhibitor Booths**

No food or drink may be sold or offered free of charge apart from small, wrapped candy as a give-away item. Exhibitors may register for a maximum of 2 booths. The Perrysburg Area Chamber of Commerce reserves the right to assign all booth spaces. Entries are accepted until all booths are filled. Payment must accompany application. Chamber members must continue to be in good membership standing as of September 1<sup>st</sup>, 2023, to qualify for Chamber Member Rate.

\_\_\_\_\_ # of booths (limit 2)    Circle applicable booth fee:    **Chamber Members:** \$75 per booth  
**Non-Chamber Members:** \$150 per booth

**\$ \_\_\_\_\_ Total Booth Fees**

*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](mailto:director@perrysburgchamber.com) to receive a credit card invoice.

**EXHIBITOR / VENDOR INFORMATION**

Company or Organization:

Contact:

Street Address:

City/State/Zip:

Phone:

Email:

OH Vendors License # (if applicable):

Description of items to be displayed or sold:

I have read the 2023 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 2023 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 \_\_\_\_\_