



PLEASE READ THIS VENDOR AGREEMENT CAREFULLY TO ENSURE ACCURATE UNDERSTANDING OF VENDOR REQUIREMENTS FOR PARTICIPATING IN THE CHILICOTHE HALLOWEEN FESTIVAL.

Dear Merchandise Vendor:

We cordially invite you to apply for admission to the Chillicothe Halloween Festival. This three-day event features Halloween, fall/autumn, paranormal exhibits, free entertainment, and activities.

The dates for the festival are:

October 13 – 15, 2023

Friday: 11:00am – 10:00pm

Saturday: 10:00am – 10:00pm

Sunday: 10:00am – 5:00pm

A. SETUP/TEARDOWN: Setup will be on Thursday, October 12, 2023 2:00pm – 8:00pm and/or Friday, October 13, 2023 9:00am – 11:00am. Booths must be ready for attendees by Friday, October 13, 2023 at 11:00am. Tear-down will be Sunday, October 15, 2023 after the festival closes at 5pm. All vendors must be out of the park before Monday, October 16, 2023.

B. FEES: Your own set up/tent:

- 10' (wide) x 10' (deep) single with electric: \$150.00
- 20' (wide) x 10' (deep) double with electric: \$300.00
- 30' (wide) x 10' (deep) triple with electric: \$450
- 40' (wide) x 10' (deep) quad with electric: \$600

C. GENERAL INFORMATION:

1. Electric will be provided at the rear of each booth. Each hookup cannot exceed 20 amps. **Each vendor should bring a 14/3 grounded extension cord and a plug-in strip to accommodate your electric needs.**
2. **Must provide a 2023 tagged and updated fire extinguisher per booth.** (Fire Marshal will inspect each vendors' space for this item at his/her discretion).
3. Vendors must provide their own cover at night. Security will be provided when festival is not in operation.
4. **There will be a \$50.00 penalty charged for applications not received by the deadline of August 31, 2023. "Show Up" vendor entries will not be permitted during the festival event.**

D. REQUIREMENTS

1. No shooters, poppers or stink bombs are permitted.
2. Photos of all items to be sold and setup are required. Photos will not be returned.
3. Minimum 14/3 grounded electric cord 100 ft. in length.
4. 4 – 100 watt bulbs allowed per 10 ft. space. No floodlights or quartz lights permitted.
5. Booths must be staffed during all festival hours. CHF is not responsible for any incidents that

may occur due to failure in your rental space being left unattended.

6. You are expected to keep your area free of trash and debris by cleaning your booth space.
7. No motor homes or vehicles are to be parked inside the festival. Please ask for parking information upon arrival. If you park in the area of the festival activities you will be asked to move your vehicle.
8. No mopeds, golf carts or pets allowed in festival area during festival hours.
9. No generators are permitted.
10. Demonstrations are encouraged.

E. APPLICATION DEADLINE:

1. ***Please return this contract by August 31, 2023*** along with both checks or money orders made payable to: ***Chillicothe Halloween Festival, Inc.*** We will not be handling any monies at or during the festival. Electronic Payments are **ONLY** accepted at the discretion of the Vendor Coordinator and/or Board of Directors. If electronic payment is allowed there will be a **\$10 service fee** required to cover the costs of processing. Signed Vendor Agreements are required to be submitted before electronic invoices are sent for payment.
2. ***If your contract is not received by the deadline, your spot is not guaranteed.*** We reserve the right to limit the number of vendors selling similar items.
3. Mail to: ***Chillicothe Halloween Festival 230 N. Plaza Blvd. Chillicothe, Ohio 45601***

F. EARLY BREAKDOWNS ARE PROHIBITED! Per this agreement, your signature states that you understand that your rental space is to be open to festival-goers during the hours posted on this agreement. Early Breakdowns are prohibited, and will result in your deposit being forfeited. Violations of this policy may result in exclusion from future acceptance to the Festival. The Festival will end on Sunday, October 9th at 5pm.

G. WEAPONS POLICY

The Chillicothe Halloween Festival prohibits the sale of firearms, crossbows, tasers, stun guns and large knives/blades. Small knives, such as pocket knives may be sold to adult patrons (18 years of age or older). Vendor is responsible to validate the age of the patron prior to the sell, provide patron with a receipt, and vendor must retain copy of receipt. Unless otherwise authorized by law, no person shall knowingly possess, have under the person's control, convey or attempt to convey a dangerous ordinance on Festival premises. Violation of this policy will result in dismissal from the festival. If you have questions regarding this policy, please contact our vendor coordinators at vendors@chillicothehalloweenfestival.com. Decision made by the committee and/or Board of Directors will be final.

Please return the contract to the stated address. Remember to make a copy for yourself. If your contract is not accepted all items will be returned to you. If you have any questions please email vendors@chillicothehalloweenfestival.com.

Please visit chillicothehalloweenfestival.com/vendors for up-to-date information, and Frequently Asked Questions.

Please Note: This Vendor Agreement is subject to change based on the needs of the Festival Committee and/or Vendors due to any unforeseen circumstances that may arise before the 2023 CHF Event (e.g. Public Health Risks, Venue Alterations, etc). IF changes are needed, the Vendor Coordinator will be in contact with all vendors regarding the changes to be addressed. We are committed to working diligently with you to resolve any and all issues that may arise.

2023 VENDOR CONTRACT

Name: _____ Phone: (____) _____

Address: _____

City/State: _____ Zip Code: _____

Email: _____

Merchandise to be sold: _____

Setup Fee: 10'x10' - \$150.00 10'x20' - \$300.00
 10'x30' - \$450.00 10'x40' - \$600.00
 Late Fee (After 8/31/23) \$50.00

Grand Total: _____

Exhibitor named above agrees to participate in the Chillicothe Halloween Festival. Each vendor must provide everything that he/she will be using. This includes table, chairs, extension cords, lights, table cloths, trash bags, fire extinguisher, and booth cover display at night. In consideration of the space leased to lessee by the Chillicothe Halloween Festival, that the lessee will, at sole expense of lessee, hold the Chillicothe Halloween Festival, together with each every and all of its officers and employees, harmless and blameless from any and all claims, suits or other legal actions, for damages arising out of the lease of the premises set forth herein. Further, lessee promises and agrees to provide a defense, at the expense of the lessee, to the said Chillicothe Halloween Festival, of and for any litigation entered against said Chillicothe Halloween Festival. We further contract with the Chillicothe Halloween Festival, that any and all space so leased to use by the aforesaid society will be used by us and not released or sublet, and in the event that any person, persons, firm, partnership, corporation or concession is found using or occupying the space leased to us by the aforesaid society, then the Chillicothe Halloween Festival shall have the right at their discretion, to remove or eject such persons, or charge them the full price for such space and the price that was paid by us for such space shall be deemed forfeited by us to the Chillicothe Halloween Festival. Exhibitors agrees not to hold the Chillicothe Halloween Festival, Southern Ohio Events, festival committee, the City of Chillicothe and County of Ross, responsible for any suits, damages, claims, loss or damage of property sustained while participating in the Chillicothe Halloween Festival. The Chillicothe Halloween Festival reserves the right to cancel privileges of participants for actions that create situations, which, in the view of the Chillicothe Halloween Festival, work to detriment of the public or integrity of the festival.

Exhibitor's Signature: _____ Date: _____

Coordinator's Signature: _____ Date: _____

Please Return Contract & payment in full.
Make checks payable to: **CHILLICOTHE HALLOWEEN FESTIVAL**
Mail to: **230 N. Plaza Blvd., Chillicothe, Ohio 45601**