



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.

Please be advised: There are specific requirements that are in place due to the rules and regulations of the City of Chillicothe's Parks & Recreations' Department, Health Department, and other Agencies that will be addressed within this agreement. In addition, to ensure that all vendors are provided a fair opportunity to participate, the Festival requires specific measures are met. Please pay very close attention to the sections highlighted as they are vital to ensuring that all rules and regulations are met.

The dates for the festival are:

October 11 – 13, 2024

Friday: 11:00am – 10:00pm

Saturday: 10:00am – 10:00pm

Sunday: 10:00am – 5:00pm

A. SETUP/TEARDOWN: Setup will be on Thursday, October 10, 2024 2:00pm – 8:00pm and/or Friday, October 11, 2024 9:00am – 11:00am. Booths must be ready for attendees by Friday, October 11, 2024 at 11:00am. Tear-down will be Sunday, October 13, 2024 after the festival closes at 5pm. All vendors must be out of the park before Monday, October 14, 2024.

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 2022 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, 2024. "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 if requested by Vendor Coordinators. Photos will not be returned. Online sources (e.g. Facebook pages, websites, etc) are permissible.
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 you 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 up arrival. If you park in the area of the festival activities you will be ask to move your vehicle. "Stock Trucks" are permitted to be parked within proximity to your space however accommodations are not guaranteed.**
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, 2024 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 future efforts to attend the festival not being permitted (emergency situations are permitted only if a Vendor Coordinator is made aware of the situation prior to the vendor leaving). Violations of this policy may result in exclusion from future acceptance to the Festival. The Festival will end on Sunday, October 13th 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 ordnance 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 jacki@chillicothehalloweenfestival.com or adam@chillicothehalloweenfestival.com.

PLEASE NOTE: Official Vendor Coordinators will contact you via email with a @chillicothehalloweenfestival.com email address to ensure the legitimacy of the person contacting you. Any contacts made outside of these emails are **NOT** to be considered official members of the festival and vendors are **STRONGLY** urged to proceed with caution due to a potential scam. Furthermore, the CHF does not utilize third-party services such as Venmo, CashApp, etc to obtain vendor payments. Our electronic invoices are emailed to vendors from a secure accounting software and communication will be made prior by either Jacki or Adam. We **STRONGLY** encourage you to reach out to us at any time if you have questions or concerns about being contacted for payment outside of the methods mentioned in this agreement.

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

2024 VENDOR CONTRACT



Name: _____

Phone: (____) _____

Address: _____

City/State: _____ Zip Code: _____

Email: _____

Merchandise to be sold: _____

- Setup Fee: [] 10'x10' - \$150.00
[] 10'x20' - \$300.00
[] Other: _____
[] **Late Fee (After 8/31/24)**
\$50.00

Vehicle Plate Number _____

Vehicle Make / Model(s) _____

By signing this Vendor Contract, you are agreeing that you understand that vehicles **CANNOT** be parked in the venue area unless permission has been granted by a CHF Board Member. Violators may be towed to ensure the safety of all vendors & festival-goers.

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**