



201B E. Erie Street  
Kent, OH 44240  
330.673.9855  
[www.kentbiz.com](http://www.kentbiz.com)

Dear Kent Heritage Festival Past/Interested Participant:

Thank you for your interest in participating in the Kent Heritage Festival, which will be held in downtown Kent on Saturday, July 6, 2024. This application form and guidelines are made by the undersigned for booth space at the Kent Heritage Festival. This form is only an application for an **INFORMATION, CHILDREN'S BOOTH/GAME, LOCAL ARTISANS, OR SMALL BUSINESS** booth space. If you need a Food Booth Application, please email the Kent Area Chamber of Commerce at [dcampbe@kentbiz.com](mailto:dcampbe@kentbiz.com) or visit [www.kentbiz.com](http://www.kentbiz.com). The KACC expressly reserves the right to approve or reject applications for booth space in its sole discretion. Confirmation of received application will be done via email.

1. Site of Kent's Heritage Festival is downtown Kent, OH.
2. **To register for as an Information or Small Business booth you must be a member of the Kent Area Chamber of Commerce.** Local Artisans and Children's Booth/Games do not need to be a member. If you are not currently a member you can apply online at [www.kentbiz.com](http://www.kentbiz.com).
3. All fees must accompany this application. **Checks should be made payable to KACC/HERITAGE FESTIVAL.** Any denied applicant will receive their check back with written refusal.
4. Booth equipment can be moved into designated areas any time between 8 AM-9 AM, July 6, 2024. Each participant is responsible for their own booth and equipment and levels with own blocks and shims. All participants are responsible for securing their own booths and equipment.
5. No vendor is permitted to use a storefront's area in lieu of said business (1) without owner's permission; (2) if permission is given – in writing; (3) vendor must pay the appropriate amount set forth by the KACC according to the guidelines included in this application.
6. After unloading booths and equipment, ALL cars/trucks must be moved to public parking areas. **NO VEHICLES WILL BE PERMITTED TO PARK IN ANY ALLEY. ALL VEHICLES MUST BE OUT OF THE FESTIVAL AREA BY 9:30 AM! NO VEHICLES WILL BE PERMITTED BACK INTO THE FESTIVAL AREA UNTIL 11:00 PM! THIS IS A COURTESY TO THE PUBLIC.** The police will enforce this restriction.
7. Festival hours are 11 AM – 10 PM
8. Participants are to use only their assigned areas.
9. **ABSOLUTELY NO POPPERS OR FIREWORKS OF ANY KIND ALLOWED!**
10. **ELECTRIC:** If you need electric, you are responsible for providing your own **100 foot, heavy-duty, 3 prong extension cord.** Others will cause you to blow fuses. You will be accessing **110-electric** from the light poles. **There will be NO 220 electric available, or extension cords or generators provided for vendor use.** Limited spaces with electricity are available.
11. Merchandise Restrictions: Any merchandise containing or relating to the following items are strictly prohibited: firearms, knives, obscene posters/pictures/clothing or accessories, tobacco products, cannabis products, vapor products, drugs, and alcohol. The Kent Area Chamber of Commerce/Kent Heritage Festival Committee reserves the right to object to and/or remove any products or employees that would reflect a negative impression to the general public. The only items permitted to be featured/sold are those listed on this contract. The police will enforce this restriction!
12. Unattended booths will be dismantled.

13. No solicitation or distribution of literature shall be permitted except by organizations from within the confines and immediate area of their own booths.
14. Vendors are required to keep their area clean and presentable during the festival. Trash boxes and bags will be provided. All garbage must be bagged and taken to the dumpster throughout the day. Bagged garbage will not be permitted to accumulate at your booth space or sidewalk thoroughfares (behind booth). **Bagged garbage IS NOT to be placed in the public trash bins.** A dumpster for trash will be located in the Hometown Bank Parking Lot behind the Plaza. Those who violate this rule will not be invited to return.
15. All booths and garbage must be removed and cleaned up IMMEDIATELY at the end of the festival.
16. Refund Policy: There will be no refund of booth fees. Exceptions will be made ONLY for any restrictions placed on festivals/gatherings by the State of Ohio and/or the Kent City Health Department. Subletting of vendor's space is prohibited.
17. Any act beyond the control of power of either party preventing the holding of the event in full or part, neither party shall hold the other liable for damages of any kind. This event takes place rain or shine on the date stated.
18. The event does not guarantee or insure the exhibitor's property against damage, loss or injury; nor does it assume any liability in case of damage, loss or injury. Applicant agrees to indemnify and hold harmless and defend the Kent Heritage Festival, the Kent Area Chamber of Commerce (and its officers, agents, servants, and employees), and the City of Kent (and its officers, agents, servants, and employees) from any and all claims sustained by Applicant and/or liability Applicant incurs as a result of the application process or arising out of, connected with, or in any way associated with the Applicant's conduct or business as a vendor of booth space should Applicant's application be approved.
19. The participant agrees to abide by and conform to all laws of the State of Ohio, the laws of Portage County, Ohio, the laws of the City of Kent, Ohio, and the rules and event regulations.



**I have read and fully understand the event rules. This form is completed and signed of my own free will.**

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**SIGNATURE**

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**DATE**

**\*PLEASE RETAIN A COPY FOR YOUR RECORDS\***

**Questions: Please contact the Kent Area Chamber of Commerce office through email at [kentchamber@kentbiz.com](mailto:kentchamber@kentbiz.com)**



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Applications approved are expressly contingent upon the Kent Area Chamber of Commerce obtaining any and all requisite permit and approvals from government agencies and others to hold the festival.

**INFORMATION / CHILDREN'S BOOTH / CHILDREN'S GAME/BOOTH / LOCAL ARTISAN**

**2024 Application**

**Festival Date: July 6, 2024**

Organization/Business Name \_\_\_\_\_

Contact Person \_\_\_\_\_

Email: \_\_\_\_\_ Cell Phone: (\_\_\_\_\_) \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Type of Booth: \_\_\_\_\_

**BOOTH REGISTRATION FEE: \$125**  
**NEED ELECTRIC: YES\_\_ NO\_\_**

Merchandise to be

Featured/Sold: \_\_\_\_\_

Signature of Responsible Person \_\_\_\_\_ Today's Date \_\_\_\_\_

The participant agrees to abide by and conform to all laws of the State of Ohio, the laws of Portage County, Ohio, the laws of the City of Kent, Ohio, and the rules and event regulations. Signature on application constitutes agreement to these rules.

IMPORTANT NOTE: Booth spaces allow for a maximum booth size of 10' x 10', including any and all display tables, display racks, signage, tents, and anchor lines/tie-down supports, etc. If you require additional space, you must rent multiple booth spaces. If you rent only one space, then you must contain your operation within your 10' x 10' assigned area, or you may be asked to leave the Festival – no refunds. Booth operation will be between 11 AM and 10 PM. For the safety of festival participants and attendees, **NO VEHICLES WILL BE PERMITTED IN THE BOOTH AREA BETWEEN 9:30 AM - 11 PM! NO EXCEPTIONS! The Kent Police Department will enforce this rule!**



**Please Return Application by June 7, 2024 – NO REFUNDS!**

**Please make checks payable to KACC/Kent Heritage Festival**

**Mail or bring application and check to: 201 E. Erie Street, Unit B / Kent, OH 44240**

Confirmation of receipt of this application will be sent via email. Please be sure to provide your email address.



Date App Received: \_\_\_\_\_

Payment: \_\_\_\_\_

CK#: \_\_\_\_\_