



201B E. Erie Street
Kent, OH 44240
330.673.9855
www.kentbiz.com

Dear Kent Heritage Festival Past/Interested Participant:

Thank you for your past participation or current 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 a **COMMERCIAL FOOD BOOTH** space at the Kent Heritage Festival. We reserve 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 in downtown Kent, OH. Festival hours are 11 AM – 10 PM.
2. 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. The decision of the booth committee will be final.
3. Each registration will be evaluated in accordance with the City of Kent Health Department.
4. The City of Kent Health Department will contact every food vendor to confirm that all required paperwork has been received.
5. The City of Kent Health Department and Kent Fire Department will inspect all food vendor booths prior to any food being able to be prepared or served for sale.
6. 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 Kent Area Chamber of Commerce according to the guidelines included in this application.
7. Booths & equipment can be moved into designated areas any time between 8:30 AM -10:00 AM, July 6, 2024. 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 10:00 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.
8. Participants are to use only their assigned areas.
9. **ABSOLUTELY NO POPPERS OR FIREWORKS OF ANY KIND ALLOWED**
10. **ELECTRIC:** There will be **NO electric or generators** provided for use or electricians available during the festival to service vendor booth equipment/mobile kitchen/food truck. There will be **NO** extension cords provided for vendor use. Food truck/mobile kitchen/unit must be a self-sufficient mobile food dispensing vehicle.
11. **WATER:** City water will be available, if needed. However, you must provide your own hose and Y Connector. These will not be provided for use.
12. 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!
13. Unattended booths will be dismantled.
14. No solicitation or distribution of literature shall be permitted except by organizations from within the confines and immediate area of their own booths.
15. 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 steel 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.

16. All booths and garbage must be removed and cleaned up IMMEDIATELY at the end of the festival.
17. 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.
18. 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.
19. Insurance: Vendor shall carry general liability and products/completed operations insurance with policy limits of at \$1,000,000 combined single limit for each occurrence and in the aggregate. The insurance shall specify coverage for all activities of the vendor. The Kent Area Chamber of Commerce, its representatives, and the City of Kent shall be named as additional insured's. A certificate of insurance providing all information as requested above shall be delivered with completed application.
20. 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.
21. Food booth spaces are allocated based on a maximum size of 20' long (including trailer hitch and supports) and parallel with the street curb, by 12' wide extending out from the curb.
 - a. You must indicate the size of your booth or concession on your application. The maximum width from the curb is 12'. If your unit is longer than 20' (including the trailer tongue and any attachments), a prorated charge of \$25 per linear foot will apply.
22. 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.



- **YOUR APPLICATION MUST BE FILLED OUT COMPLETELY.**
- **PLEASE RETURN APPLICATION BY JUNE 7TH**
- **PLEASE LIST THE FOOD ITEMS YOU WANT TO SELL ON JULY 6TH. PLEASE BE PRECISE.**
- **A LIMITED NUMBER OF LOCAL FOOD TRUCKS/FOODIES WILL BE INVITED TO PARTICIPATE AT THE FESTIVAL. THE INTENT IS THAT THERE ARE NO DUPLICATED FOOD ITEMS AMONGST FOOD BEING SOLD.**
- **YOUR PHYSICAL PLACEMENT/LOCATION IS FINAL. THERE WILL BE NO CHANGES MADE ON JULY 6TH.**
- **APPLICATIONS MUST COME COMPLETE WITH CHECK AND CERTIFICATES OF INSURANCE, OR THEY WILL BE RETURNED.**
- **THE DECISION OF THE BOOTH COMMITTEE WILL BE FINAL.**

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

Signature

Date

***PLEASE RETAIN A COMPLETE COPY FOR YOUR RECORDS!**



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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.
PLEASE SUBMIT YOUR CERTIFICATE OF INSURANCE WITH THIS APPLICATION.

COMMERCIAL FOOD BOOTH APPLICATION

2024 Application

Festival Date: July 6, 2024

Organization/Business Name _____

Booth/Food Concession Dimensions: Length _____ feet / Width _____ Feet _____

Contact Person _____

Email: _____

Cell Phone: (_____) _____

Mailing _____

Address: _____

City/State/Zip _____

**Booth Registration Fee: KACC Members \$250
Non-Members \$500**

Apply online for KACC membership at
www.kentbiz.com

Hours of Booth Operation will be (please circle):
11 AM – 8 PM OR 11AM – 10 PM

Name of Insurance Carrier: _____

**WE MUST RECEIVE THE FOLLOWING PIECES OF INFORMATION
WITH YOUR APPLICATION OR IT WILL BE RETURNED:**

_____**INSURANCE CERTIFICATE NAMING (1) YOUR ORGANIZATION, AND (2)
THE CITY OF KENT, AND (3) THE KENT AREA CHAMBER OF COMMERCE
AND REPRESENTATIVES. CERTIFICATE OF INSURANCE MUST SHOW/LIST
YOUR ORGANIZATION SOMEWHERE ON THE FORM.**

_____**INSURANCE CERTIFICATE MUST STATE \$1,000,000 OVERALL COVERAGE. THIS INSURANCE MUST BE CURRENT ON
JULY 6, 2024.**

**PLEASE PROVIDE A CONCISE/PRECISE LIST
OF WHAT FOOD ITEM(S) YOU INTEND TO
SELL. IF THE LIST IS NOT COMPLETE, YOUR
APPLICATION WILL BE DENIED AND
RETURNED TO YOU.**

____ Lemonade (fresh)
____ Pop or Water (state which)
____ Potatoes/French Fries
____ BBQ Ribs
____ Italian Sausage Sandwiches
____ Pulled Pork/Chicken/Brisket
____ Burgers / Philly Steak
____ Chicken Sandwiches / Pitas
____ Hot dogs
____ Corn Dogs
____ Pizza
____ Frozen Dessert
____ Elephant Ears/Funnel Cakes
____ Other

___ **INSURANCE CERTIFICATE MUST STATE \$1,000,000 COVERAGE FOR EACH OCCURRENCE.**

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.

The participant acknowledges that they have received a complete copy of the Kent City Health Department 2024 Temporary Food Operations Requirement and the Kent Fire Department Mobile Food Unit Checklist per the requirements of the Ohio Department of Commerce with this application.

Booth operation will be between 11 AM and 8 PM or 11 AM and 10 PM. For the safety of festival participants and attendees, **NO VEHICLES WILL BE PERMITTED IN THE BOOTH AREA**

BETWEEN 10:00 AM & 11 PM! NO EXCEPTIONS!

THE KENT POLICE DEPARTMENT WILL ENFORCE THIS RULE!

Signature of Responsible Person _____ Today's Date _____

Questions: Please contact the Kent Area Chamber of Commerce office through email at

kentchamber@kentbiz.com

Please Return Application by June 7th – 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#: _____