



2019 TROY STRAWBERRY FESTIVAL

NON-PROFIT CLUBS & ORGANIZATIONS
FOOD VENDOR APPLICATION



NOTICES & INSTRUCTIONS

GENERAL

- 1. APPLICANTS MUST BE A NON-PROFIT OR CIVIC GROUP SERVING MIAMI COUNTY, OHIO.**
APPLICATIONS COMPLETED BY COMMERCIAL VENDORS WILL BE REJECTED OR RETURNED!
- 2. In order to avoid unnecessary competition and for easier placement, we are limiting each vendor to five (5) food or drink products each. Drinks provided by Pepsi do not count against this limit.**
- 3. Troy Strawberry Festival hours are Saturday 10-8 and Sunday 10-6. Load In takes place from Wednesday-Friday morning and will be assigned by the festival once you are accepted.**

APPLICATION

- 1. EARLY BIRD APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY DECEMBER 15TH. NO FEES are required with the application. Once accepted you will have 30 days to submit payment and appropriate insurance documentation.**
Applications received after December 15th will require an additional \$100 late fee.
- 2. FINAL DEADLINE FOR APPLICATIONS WILL BE January 31st at 4:30 pm.**
- An authorized representative of the Non-Profit or Civic Group must complete this application and sign relevant fields, then require the Commercial Vendors (if applicable) to complete and sign relevant fields.
- 4. Your completed and signed application must be accompanied by the following items:**
Submissions via mail or delivery to:
Troy Strawberry Festival Inc.
Attn: Clubs & Organizations
405 SW Public Square, Suite 330
Troy, OH 45373

SERVICES

- ALL services are subject to the following specifications and limitations. Please specify the quantity of each service required.
- To avoid confusion, please enter "N/A" in all fields for services you do not require.
 - BOOTH SPACE:** SPACES ARE 12' X 12'. YOU MAY REQUEST A TOTAL OF (3) SPACES, RESULTING IN A 12' DEEP X 36' WIDE USABLE SPACE.
 - TRAILERS THAT EXCEED A 12'X12' SPACE (INCLUDING NON-REMOVAL HITCH) NEED TO MAKE THE APPROPRIATE ACCOMODATIONS AND PURCHASE ANOTHER 12'X12' SPACE.
 - Vendors WITH GRILLS/COOKING OUTSIDE NEED TO MAKE THE APPROPRIATE ACCOMODATIONS AND PURCHASE AN ADDITIONAL 12'x12' SPACE.
 - FOOD TRUCKS/TRAILERS:** YOU MUST PROVIDE ALL REQUESTED DIMENSIONS FOR VEHICLE AND PROVIDE A PHOTO. (Be sure to label window that you plan to serve out of)
 - WATER:** If you request a water hook-up (\$5.00 fee), you are responsible for all food-grade hoses and nozzles required to connect to the provided water sources. Free water is available at central locations for sanitation stations.
 - TENTS:** IF YOU REQUIRE A TENT, YOU **MUST** RENT A FIRE-RESISTANT, METAL-FRAME (no center pole) TENT THROUGH THE FESTIVAL'S PROVIDER, GT WOLFE AWNING & TENT CO. **NO EXCEPTIONS!** TENT RENTAL INCLUDES INSTALLATION AND REMOVAL OF THE TENT. Note: Tents are only available up to 12' x 24'
 - INSURANCE:** Organizations **AND** Commercial Vendors must provide proof of insurance with the appropriate rider or must subscribe as an additional insured on the Festival's policy. *Please refer to the Rules and Regulations document Section #6 for complete requirements.*
 - ELECTRICITY:** All electrical requests are subject to availability and approval by the City of Troy Electrical Department. Availability is at a premium this year; reducing your electrical requirements provides more flexibility in placing your organization's booth. Connection specifications (cited below) are available upon request. If you fail to comply with these requirements, you will be denied electrical service.



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- i. All 240-volt equipment requires a twist-lock configuration. Direct tie-ins are not permitted.
 - ii. All 30-Amp twist locks must be a NEMA L14-30P Male Plug Connector
 - iii. All 50-Amp twist locks must be a CS6365C AC Plug CA STD 125V/250V 50A Male Plug Connector
 - iv. All Extension cords must be heavy-duty 12 Gauge cords with grounds.



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NON-PROFIT ORGANIZATION INFORMATION: *All communications will be directed to your primary contact.*

Legal Name of Organization			
Primary Contact	Name:		
	Daytime Phone:	Email:	
	Evening Phone:	Cell Phone:	
Legal Address of Organization	Street Address:		
	City:	State:	Zip:
Have you participated in previous Troy Strawberry Festivals? <input type="checkbox"/> Yes <input type="checkbox"/> No			If Yes, Booth Number? _____

COMMERCIAL VENDOR INFORMATION: Please provide **complete** commercial vendor information.

Vendor's Legal Name			
Primary Contact	Name:		
	Business Phone:	Cell Phone:	
	Email:		
Vendor's Legal Business Address	Street Address:		
	City:	State:	Zip:
FULL Name of Vendor's Commercial Insurance Carrier:			

FOOD PRODUCTS: The Strawberry Festival reserves the right to limit the number of products being sold. Please list up to 5 food or drink products you plan to sell. You can ONLY sell products listed below.

Priority is given to those selling a STRAWBERRY product.

NOTE: The Strawberry Festival is under contract with Pepsi. Pepsi products must be purchased from the TSF. Pepsi products do not count as one of your 5 food or drink products you will be selling.

Product 1:	Product 2:
Product 3:	Product 4:
Product 5:	



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Non-Profit Organization Name	
Contact Name	
Phone	
Commercial Vendor Name	
Contact Name	
Phone	

Please mark the appropriate boxes		Fee	
BOOTH SPACE	One (1) 12' x 12' Space	\$60.00	
	Two (2) 12'x12" Spaces	\$120.00	
	Additional 12'x12' Space (for a total of three space)	\$210.00	
TENT RENTAL	One (1) 12' x 12' Flame-Retardant Tent	\$175.00	
	One (1) 12' DEEP x 24' WIDE Flame-Retardant Tent	\$325.00	

Booth Layout

Please draw out your booth space and be as accurate as possible and include measurements. This will also be required on the Health Dept. application. Please use (1) square for a 12'x12', (2) squares for a 12'x24', and (3) squares for a 12'x36'. Additional space outside of these bounds is NOT guaranteed.

REAR

FRONT



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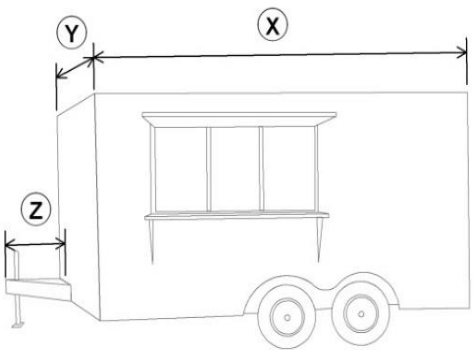
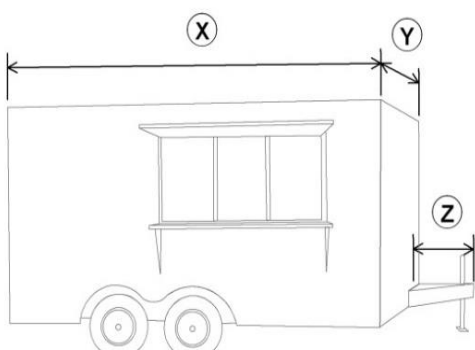


TRAILER INFORMATION:

We will be serving from the (choose ONE) _____ FRONT _____ SIDE
If you will be using a separate window to take order/money, please provide that information.

PLEASE CHECK THE BOX OF THE DRAWING THAT REPRESENTS YOUR TRAILER LAYOUT AND PROVIDE ALL DIMENSIONS

YOU MUST ALSO INCLUDE TWO PHOTOS OF YOUR TRUCK IN USE.

<input type="checkbox"/> Trailer with Tongue to the Left	<input type="checkbox"/> Trailer with Tongue to the Right
<p>Removable Tongue: Yes: _____ No: _____</p> <p>Dimensions: X: _____ ft. Y: _____ ft. Z: _____ ft.</p> 	<p>Removable Tongue: Yes: _____ No: _____</p> <p>Dimensions: X: _____ ft. Y: _____ ft. Z: _____ ft.</p> 

Use space below for any additional information you feel the festival committee may need:



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FOOD TRUCK INFORMATION:

Food may be served from either side, but not the front or back. Trucks up to but not more than 12 ft. including the hitch will get one booth space. Trucks over 12 ft. and up to 24 ft. will require two booth spaces. Trucks over 24 ft. up to 36 ft. will require 3 booth spaces. **No trucks over 36 ft. will be permitted. No generators will be allowed.**

We will be serving from the (choose ONE) _____ PASSENGER SIDE _____ DRIVER SIDE

PLEASE DRAW OUT YOUR TRUCK LAYOUT AND PROVIDE ALL DIMENSIONS: LENGTH AND WIDTH. LENGTH MUST INCLUDE CAB, BUMPERS AND HITCHES.

YOU MUST ALSO INCLUDE TWO PHOTOS OF YOUR TRUCK IN USE.

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Use space below for any additional information you feel the festival committee may need:



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FEES FOR AVAILABLE SERVICES:

SERVICE	DESCRIPTION	PRICE EACH
BOOTH SPACE	One (1) 12' x 12' Space	\$60.00
	Two (2) 12'x12" Spaces	\$120.00
	Additional 12'x12' Space (for a total of three space)	\$210.00
TENT RENTAL	One (1) 12' x 12' Flame-Retardant Tent	\$175.00
	One (1) 12' DEEP x 24' WIDE Flame-Retardant Tent	\$325.00
WATER	One (1) water hook up	\$5.00
TRASH FEE	Fee for trash pickup Festival Weekend (REQUIRED)	\$100.00
ELECTRICITY	One (1) 20 Amp / 120 Volt Circuit (Limit 4)	\$25.00
	One (1) 240 Volt Circuit; 50 Amp and Under (Limit 1)	\$100.00
	One (1) Additional 240V/50A Circuit (Limit 1*)	\$150.00
NON-PROFIT INSURANCE	Your non-profit will be required to provide proof of insurance, with the required rider, to participate in the Festival or you can purchase insurance and be added as an "additional insured" through the Troy Strawberry Festival for an additional fee of \$100 per 12'X 12' space.	\$0.00
COMMERCIAL VENDOR INSURANCE	Our commercial vendor will provide proof of insurance, with the required certification, to participate in the Festival	\$0.00
	Please insure our vendor as an "additional insured" through the Troy Strawberry Festival	\$100.00 per 12'x12' booth space
LATE FEE	Late fee only applies if turned in or postmarked AFTER December 15 th .	\$100.00

*Certain electric is not available in all spaces. We will do our best to accommodate your requests.

IMPORTANT: Please initial to verify that the vendor is **NOT** using any equipment with a 240V motor or compressor. _____
If you ARE using 240V rated equipment please contact the City Electrician (Brian) at 937-335-1914.

***You will receive an invoice upon acceptance for all services your booth requires.**

Please DO NOT send a check with your application.*

ACKNOWLEDGEMENT: I have read and accepted the policies and guidelines set forth in the Clubs and Organizations Rules and Regulations. I understand that my participation in the Troy Strawberry Festival is voluntary and is contingent upon my compliance with these policies and guidelines and I agree to abide by them at all times. My signature, below, indicates that I am duly authorized to enter into this agreement on behalf of my organization. **ANY INCOMPLETE APPLICATIONS WILL BE REJECTED UNTIL COMPLETION IS APPROVED BY FESTIVAL COMMITTEE.**

Club / Organization:

Commercial Vendor:

Printed Name

Printed Name



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NON-PROFIT INDEMNIFICATION AGREEMENT for TROY STRAWBERRY FESTIVAL INC.

(PRINT LEGAL NAME OF YOUR GROUP →) _____, in conjunction with the Troy Strawberry Festival, Inc., agrees to defend, indemnify, and hold harmless the Troy Area Chamber of Commerce, the Troy Strawberry Festival, Inc., and the City of Troy, Ohio, its officials, employees and agents against all claims, actions, suits, causes of action, or demands arising from or flowing from acts or omissions of (PRINT LEGAL NAME OF YOUR GROUP →) _____, its employees, volunteers and agents, related to the Troy Strawberry Festival.

This Agreement supersedes any previous indemnification agreement(s), whether written or oral, in connection with this event.

For the above-named NON-PROFIT GROUP

Printed Name

Date

Signature

Address (City, State, Zip Code)

For Troy Strawberry Festival, Inc.

By _____

By _____



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COMMERCIAL VENDOR INDEMNIFICATION AGREEMENT for TROY STRAWBERRY FESTIVAL INC.

(PRINT LEGAL NAME OF YOUR BUSINESS→) _____, in conjunction with the Troy Strawberry Festival, Inc., agrees to defend, indemnify, and hold harmless the Troy Area Chamber of Commerce, the Troy Strawberry Festival, Inc., and the City of Troy, Ohio, its officials, employees and agents against all claims, actions, suits, causes of action, or demands arising from or flowing from acts or omissions of (PRINT LEGAL NAME OF YOUR BUSINESS) _____, its employees, volunteers and agents related to the Troy Strawberry Festival.

This Agreement supersedes any previous indemnification agreement(s), whether written or oral, in connection with this event.

For the above-named COMMERCIAL VENDOR

Printed Name

Date

Signature

Address (City, State, Zip Code)

For Troy Strawberry Festival, Inc.

By _____

By _____