



TROY STRAWBERRY FESTIVAL

NON-PROFIT CLUBS & ORGANIZATIONS
FOOD VENDOR APPLICATION



NOTICES & INSTRUCTIONS

GENERAL

1. **APPLICANTS MUST BE A NON-PROFIT ORGANIZATION 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. **NEW HOURS FOR 2020: Troy Strawberry Festival hours are Saturday 10:00 AM -9:00 PM and Sunday 10:00 AM-5:00 PM. Load in takes place from Wednesday-Friday morning and will be assigned by the festival once you are accepted.**

NEW for 2020: Vendors have the OPTION to open from 6:00-9:00 pm on Friday night during the Strawberry Jam. The Strawberry Jam is our hometown celebration and will feature live entertainment on Prouty Plaza.

APPLICATION

1. **EARLY BIRD PRICING IS AVAILABLE FOR APPLICATIONS POSTMARKED BY DECEMBER 31st. The Final application deadline is January 31st.**
2. **NO FEES are required with the application. Once accepted you will have 30 days to submit payment and appropriate insurance documentation. If payment is not received in the 30 days, you will accessed a \$50 late fee.**
3. 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

1. ALL services are subject to the following specifications and limitations. Please specify the quantity of each service required.
2. To avoid confusion, please enter "N/A" in all fields for services you do not require.
 - a. **BOOTH SPACE:** SPACES ARE 12' X 12'. YOU MAY REQUEST A TOTAL OF THREE (3) SPACES, RESULTING IN A 12' DEEP X 36' WIDE USABLE SPACE.
 - i. TRAILERS THAT EXCEED A 12'X12' SPACE (INCLUDING NON-REMOVAL HITCH) NEED TO MAKE THE APPROPRIATE ACCOMODATIONS AND PURCHASE ANOTHER 12'X12' SPACE.
 - ii. Vendors WITH GRILLS/COOKING OUTSIDE NEED TO MAKE THE APPROPRIATE ACCOMODATIONS AND PURCHASE AN ADDITIONAL 12'x12' SPACE. (this is included in the three (3) space maximum)
 - b. **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)
 - c. **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.
 - d. **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'



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- e. **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.*
- f. **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.
- 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. A representative from your non-profit MUST be available onsite and/or by phone during the Festival.*

Legal Name of Non-Profit			
Primary Contact	Name:		
	Daytime Phone:	Email:	
	Evening Phone:	Cell Phone:	
Legal Address of Non-Profit	Street Address:		
	City:	State:	Zip:
Have you participated in previous Troy Strawberry Festivals? <input type="checkbox"/> Yes <input type="checkbox"/> No			How Many Years? _____

We will be partnering with a Commercial Vendor. (Circle One) **YES** **NO**

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: Each Vendor is only allowed to sell 5 food or drink products. (Not including PEPSI).
Please list your food products below:

ALL VENDORS ARE ENCOURAGED TO SELL A STRAWBERRY FOOD ITEM.
Vendors serving strawberry products may be given priority acceptance and placement.

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



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Non-Profit Organization Name	
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FOOD PREPARATION: Please specify ALL methods required to prepare your products.

ONSITE Cooking with ELECTRICITY? ___ Yes ___ No	ONSITE DEEP FRYING? ___ Yes ___ No
ONSITE Cooking with PROPANE? ___ Yes ___ No	ONSITE GRILLING? ___ Yes ___ No
WATER Hookup Needed? ___ Yes ___ No	OFFSITE PREPARATION (Nothing Onsite) ___ Yes ___ No

PLEASE LIST ITEMS REQUIRING ELECTRICITY, INCLUDING VOLTAGE / AMPS / WATTS. If you cannot provide electrical specifications, please provide Brand & Model to assist us with determining requirements:

PLEASE PROVIDE A GENERAL DESCRIPTION OF NON-ELECTRIC EQUIPMENT USED:

Please circle the type of booth space you will be using: **TENT** **TRAILER** **FOOD TRUCK**

Go to the following page and provide us with additional details regarding your booth layout.

- TENT(S) – Fill out page 5**
- TRAILER – Fill out page 6**
- FOOD TRUCK – Fill out page 7**



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Non-Profit Organization Name	
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If you circled TENT(S), please fill out the following information about your booth:

Booth Layout (TENT)

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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Non-Profit Organization Name	
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If you circled TRAILER, please fill out the following information about your booth:

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
Removable Tongue: Yes: _____ No: _____ Dimensions: X: _____ ft. Y: _____ ft. Z: _____ ft.	Removable Tongue: Yes: _____ No: _____ Dimensions: X: _____ ft. Y: _____ ft. Z: _____ ft.

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



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Non-Profit Organization Name	
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If you circled FOOD TRUCK, please fill out the following information about your booth:

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	EARLY BIRD	REGULAR	QTY	EXTENDED TOTAL
		PRICE Prior to December 31st	PRICE After December 31 st		
BOOTH SPACE	One (1) 12' x 12' Space	\$60.00	\$160.00		
	One (1) 12'x24' Space	\$120.00	\$220.00		
	Additional 12'x12' Space (for a total of three spaces)	\$210.00	\$210.00		
TENT RENTAL	One (1) 12' x 12' Flame-Retardant Tent	\$180.00	\$180.00		
	One (1) 12' DEEP x 24' WIDE Flame-Retardant Tent	\$325.00	\$325.00		
WATER	One (1) water hook up	\$5.00	\$5.00		
TRASH FEE	Fee for trash pickup Festival Weekend (REQUIRED)	\$100.00	\$100.00		
ELECTRICITY	One (1) 20 Amp / 120 Volt Circuit (up to a maximum of 4 at \$25.00 each)	\$25.00	\$25.00		
	One (1) 240 Volt Circuit; 50 Amp and Under (Limit 1)	\$100.00	\$100.00		
	One (1) Additional 240V/50A Circuit (Limit 1*)	\$150.00	\$150.00		
NON-PROFIT INSURANCE**	Our non-profit is providing proof of insurance with the required additional insured language as stated in the Rules & Regulations.	n/a	n/a		
	Please insure our non-profit as an "additional insured" through the Troy Strawberry Festival.	\$100.00 per 12'x12' booth space	\$100.00 per 12'x12' booth space		
COMMERCIAL VENDOR INSURANCE**	Our commercial vendor will provide proof of insurance, with the required additional insured language as stated in the Rules & Regulations.	n/a	n/a		
	Please insure our vendor as an "additional insured" through the Troy Strawberry Festival.	\$100.00 per 12'x12' booth space	\$100.00 per 12'x12' booth space		

****INSURANCE – Please note both the non-profit and the commercial vendor are required to show proof of insurance.**

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.

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

Signature

Date

Signature

Date



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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 _____



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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 _____