



KENT AREA CHAMBER OF COMMERCE
176 East Main Street – Suite 303
Kent, Ohio 44240
(V) 330.673.9855
www.kentbiz.com



Dear Past/Interested Kent Heritage Festival Participant:

We are proud to announce that this year's festival event will be held on **Saturday, July 6th** in downtown Kent on Water, Erie, Franklin and Main Streets between Depeyster and Gougler. Enclosed, please find a **Craft & Information Booth Application Form and Guidelines** for this year's event.

As is our practice, craft applications will be **evaluated by date of receipt**, so please complete and return the application at your earliest convenience.

Please note that level ground is not guaranteed, so plan accordingly.

The decision of the Booth Committee will be final.

There will be no refunds of booth fees under any circumstances, except those that are denied.

DEADLINE INFORMATION

Applicants for Craft and Information Booths will be accepted until **June 14th**

Application fees are as follows:

~~Booth Fee = \$125~~
Applications postmarked BEFORE March 15th

~~Booth Fee = \$150~~
Applications postmarked *between March 16th and April 19th* 

Booth Fee \$175
Applications postmarked *between April 20th and June 14th* 

110 electrical power is available for a \$50 charge.

Electric hook-up is ONLY available on E. Erie & S. Water Streets. If you do NOT specify the need for electric, there is a chance you will be assigned to booth space(s) on E. Main Street.

If you have any questions, please contact the Kent Area Chamber of Commerce at 330.673.9855



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Applications approved are expressly contingent upon the KENT AREA CHAMBER OF COMMERCE obtaining any and all requisite permits and approvals from government agencies and others to hold the festival.

Craft ♦ Information ♦ Children’s Booth ♦ Game Booth 2019 Application

Amount of Check: \$ _____

Booth # _____ (for office use only)

___ Application postmarked between **April 20th and June 14th**

Fee: \$175

___ Need 110 electric

Fee: \$50

Please make checks or money orders payable to: KACC/HERITAGE FESTIVAL

Mail application, check and photograph to: 176 E. Main Street - Suite 303 – Kent, Ohio 44240



Absolutely NO applications will be accepted after June 14th – NO REFUNDS!

PLEASE INDICATE TYPE OF BOOTH:

___ Information Booth

___ Game Booth

___ Craft Booth (handcrafted items)

___ Children’s Booth

Name: _____ Phone: _____

Business Name: _____

Address: _____

City: _____ State: _____ ZIP _____

Email: _____

please include an email address as this is how confirmations will be sent

Signature of responsible person: _____

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

CRAFT, INFORMATION, GAME AND CHILDREN’S BOOTHS - Please write a brief description of your display and/or activity. This will help (though not guarantee) when assigning booths that like booths won't be next to one another.

IMPORTANT NOTE: Booth spaces allow for a maximum booth size of **12' x 12'**, including any and all display tables, display racks, signage, and anchor lines/tie-bown supports, etc.

If you require additional space, then you must rent multiple booth spaces. If you rent only one space, then you must contain your operation within your 12' x 12' assigned area, **or you may be asked to leave the Festival without refund.**

Booth operation will be between 9:00 am and 8:00 pm. For the safety of festival participants and attendees,

NO VEHICLES WILL BE PERMITTED IN THE CRAFT AREA BETWEEN 9:00 AM and 8:00 PM
NO EXCEPTIONS - The Kent Police Department will enforce this!



Confirmation of receipt of this application will be sent via email –

DO NOT call for booth placement information, as it will not be available via phone – **email ONLY!**




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This application is made by the undersigned for booth space at Kent's Heritage Festival, which will be held on **Saturday, July 6, 2019**. This form is only an application for Craft, Information, Game, or Children's booth space. (If you need a Food Booth Application, go to www.kentbiz.com - **EVENT** section). We reserve the right to approve or reject applications for booth space in its sole discretion.

1. Site of Kent's Heritage Festival is downtown Kent.
2. All fees must accompany this application. Any denied applicant will receive his/her check back with written refusal.

**Please do NOT call to check the status of your application.
Confirmation of received application will be done via email.**

Checks should be made payable to **KACC/HERITAGE FESTIVAL** 

3. Booth equipment can be moved into designated areas any time **AFTER 6:00 am**, July 6, 2019. Each participant is responsible for his/her own booth and equipment and levels with own blocks and shims. All participants are responsible for securing his/her own booths and equipment.
4. After unloading booths and equipment, **ALL** car/trucks must be moved to designated parking areas.
ALL VEHICLES MUST BE OUT OF THE FESTIVAL AREA BY 9:00 AM.
NO VEHICLES WILL BE PERMITTED BACK INTO THE FESTIVAL AREA UNTIL 8:00 PM.
5. **Festival hours are 9:00 am to 11:00 pm.**
NOTE: Your location will be effected should you choose to leave at 8:00 pm.
6. Stages, activities will be placed on their assigned spots. Participants are to use only their assigned areas.
7. **ABSOLUTELY NO POPPERS OR FIREWORKS OF ANY KIND ALLOWED.**
8. Only heavy-duty, 3-prong extension cords should be used. Others will cause you to blow fuses.
9. Unattended booths will be dismantled.
10. No solicitation or distribution of literature shall be permitted except by organizations from within the confines and immediate area of their own booths.
11. **All booths are to furnish their own garbage bags.** Trash boxes will be provided. **All garbage must be taken to the dumpsters when bagged, not placed in the public trash bins.** Bagged garbage will not be permitted to accumulate at your booth space or sidewalk thoroughfares (behind booth). Cardboard, glass, and cans should be recycled - A dumpster for trash, as well as a receptacle for recycled material will be located in the Hometown Bank Parking Lot behind the Plaza. **Violations will incur a ticket payable onsite!**
12. **All booths and garbage must be removed and clean-up done IMMEDIATELY. Electricity will be turned off at 11:15 pm. Any deviation from this clean-up will exclude participation in future festivals.**
13. **There will be no refund of booth fees.**
14. 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.
15. 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 representative of the Kent Area Chamber of Commerce, its representatives, and the City of Kent, harmless from any and all liability applicant incurs as a result of the application process or as a result of Applicant's conduct or business as a vendor of booth space should Applicant's application be approved.
16. The participant agrees to abide by and conform to all laws of the State of Ohio, the laws of Portage County, the laws of the City of Kent, Ohio, and the rules and event regulations.

Signature on application constitutes agreement of these rules.