



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, June 27<sup>th</sup>** 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 13<sup>th</sup>**

Application fees are as follows:

**Booth Fee = \$125**

**Applications postmarked BEFORE February 22<sup>nd</sup>**

**Booth Fee = \$150**

**Applications postmarked *between February 23<sup>rd</sup> and April 11<sup>th</sup>***

**Booth Fee \$175**

**Applications postmarked *between April 12<sup>th</sup> and June 13<sup>th</sup>***

**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 2020 Application

Amount of Check: \$ \_\_\_\_\_

Booth # \_\_\_\_\_ (for office use only)

- \_\_\_\_ Application postmarked before **February 22<sup>nd</sup>**
- \_\_\_\_ Application postmarked between **February 23<sup>rd</sup> and April 11<sup>th</sup>**
- \_\_\_\_ Application postmarked between **April 12<sup>th</sup> and June 13<sup>th</sup>**

Fee: \$125
Fee: \$150
Fee: \$175

\_\_\_\_ Need 110 electric

Fee: \$50



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

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

**Absolutely NO applications will be accepted after June 13<sup>th</sup> – NO REFUNDS!**

**PLEASE INDICATE TYPE OF BOOTH:**

- |  |   |
|--|---|
| <input type="checkbox"/> Information Booth               | <input type="checkbox"/> Game Booth       |
| <input type="checkbox"/> Craft Booth (handcrafted items) | <input type="checkbox"/> 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 11:00 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, June 27, 2020**. 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](http://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**, June 27, 2020. 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 11:00 PM.** 

5. **Festival hours are 9:00 am to 11:00 pm.**

**NOTE: Your location will be effected should you choose to before the end of the event.**

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.**