



**Food and Craft Vendor Application  
Lebanon Horse-Drawn Carriage Parade & Christmas Festival  
Saturday, December 7, 2019  
Deadline: November 8, 2019**

**\*\*Please note that the Festival Committee reserves the right to limit vendor participation. Submission of application does not guarantee participation.**

**Cost:**

**10' x 20'     \$250.00 (electric available for additional fee, see page 3)**  
**10' x 10'     \$150.00 (electric available for additional fee, see page 3)**

Application and payment to:  
Lebanon Area Chamber of Commerce  
212 North Broadway, #2  
Lebanon, OH 45036  
Or email to [Parade@LebanonChamber.org](mailto:Parade@LebanonChamber.org)

**Procedures:**

- Set up Saturday, Dec. 1: Food 6:00am-7:30am; Craft 7:30am-9:00am
- Tear down: 8:00pm-10:00pm
- All Booths **MUST** have tents, sand or other weights needed for wind
- ABC-rated fire extinguisher required in **ALL** booths
- No generators and/or heaters permitted
- Questions 513-932-1100 or [Parade@LebanonChamber.org](mailto:Parade@LebanonChamber.org) (email best)

**Food Vendor Requirements:**

- \$1,000,000. Commercial liability for Saturday, Dec. 7, 2019, naming Lebanon Area Chamber of Commerce as the certificate holder
- Flooring for booth required (i.e. rolled roofing material, rubber mats)
- Waste water, oil/grease to be taken off premises by vendor (Not permitted to dump waste in gutters or sewers)

**Licenses:**

- Temporary Food License from Warren County Combined Health District: 513-695-1220
- Vendor License: 513-695-1240

Payment is required at time of application. Applications without payment will not be assigned a booth until payment is made or discarded after the deadline. **No refunds. Make checks payable to Lebanon Area Chamber of Commerce or pay online at: <http://www.lebanonchamber.org/pay-invoice/>**



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Deadline: November 8, 2019**

Business/Organization Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Vendor Items: \_\_\_\_\_

**Hold Harmless Covenant**

In consideration of a lease of booth or space on Mulberry Street, Lebanon, Warren County, Ohio, for the 31<sup>st</sup> Annual Horse-Drawn Carriage Parade & Christmas Festival on Saturday, December 7, 2019 I, the undersigned, do hereby release and covenant and agree to indemnify, defend and hold the Lebanon Area Chamber of Commerce and the City of Lebanon, its owners, employees, and agents and the Board of Directors of the Lebanon Area Chamber of Commerce, the organizer of the event, and its employees, as well as all successors, heirs, and assigns, harmless against any and all claims, demands, damages, cost and expenses, including reasonable attorney fees for the defense thereof, arising from the alleged conduct or management of the undersigned's business in the leased space, or from any breach on the part of the undersigned of any condition of the agreement of lease, whether verbal or in writing, or from any act of negligence of the undersigned, his/her/its agents, contractors, employees, concessionaires, invitees or licensees in or about the leased space, and in the event that the undersigned should obtain public liability insurance against the foregoing occurrences, the Lebanon Area Chamber of Commerce and the City of Lebanon, its owners, employees and agents and the Board of Directors of the Lebanon Area Chamber of Commerce shall be entitled to claim protection of their interests hereunder as an additional, insured party.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Waiver**

We hereby make application to participate in 31<sup>st</sup> Annual Horse-Drawn Carriage Parade & Christmas Festival to take place Saturday, December 7th, 2019 in Lebanon, Ohio. We understand that any and all claims for loss to persons or property based upon acts or alleged acts of the undersigned, its agents, employees, representatives, or their successors, heirs, and assigns are the responsibility of the undersigned and that providing liability insurance is our responsibility, and in lieu of providing an Insurance Coverage Certificate, we hereby certify that in the case of a claim for loss to persons or property, we will not hold the Lebanon Area Chamber of Commerce, City of Lebanon or any of their personnel, employees, agents, successors, heirs, and/or assigns responsible for any bodily injury, property damage, food products liability, and/or medical payments and we hereby do release, and shall indemnify, defend and hold harmless any member, officer, trustee or employee of the Lebanon Chamber of Commerce or the City of Lebanon for any claim or claims that may arise as a result of a claim for bodily injury, property damage or other damages arising out of, or as a result of applicant's participation in the celebration.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Office use:  
Staff Booth Assignment \_\_\_\_\_ Received \_\_\_\_\_ Paid \_\_\_\_\_ Electric? Yes No

## VENDOR ELECTRIC REQUEST - Christmas Festival 12/7/19

To be completed by festival vendors and submitted to event organizer.

**Please note that electrical bases are limited in number, especially 240 Volt service**

Business/Organization Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Vendor Items: \_\_\_\_\_

### Booth Space & Booth Cost: (limited number of 10x20 spaces available)

Check which booth space you will need:

10' x 20' \$250.00 \_\_\_\_\_

10' x 10' \$150.00 \_\_\_\_\_

### Procedure for Electric Service for Festival Booths

#### 1. Determine your electric needs by using the guidelines provided:

A. **120 volt, 20-amp. Maximum of two 20-amp circuits** provided per customer. One circuit means one duplex outlet.

B. **240-volt, 50-amp. (Limited number available)** Locations and allotments for the 240-volt service are limited. **Those requesting 240-volt service must supply a 50-amp NEMA 14-50p plug with at least 15 feet of UL-listed cable rated for service required.**

#### 2. Check which volt/amp/circuit you need

- 120 volt, 20 amp - 1 circuit = **\$35.00** \_\_\_\_\_
- 120 volt, 20 amp - 2 circuits = **\$45.00** \_\_\_\_\_
- 240 volt, 50 amp - 1 circuit = **\$45.00** \_\_\_\_\_

### Total Cost:

Booth Space: \_\_\_\_\_ + Electric \_\_\_\_\_ = Total Cost: \_\_\_\_\_

**Electrical connection point will be within 100 feet of your booth space.**

Payment is required at time of application. Applications without payment will not be assigned a booth until payment is made or discarded after the deadline. **No refunds.**

**Make checks payable to Lebanon Area Chamber of Commerce or pay online at:**

<http://www.lebanonchamber.org/pay-invoice/> The Chamber will coordinate your services and location with the City of Lebanon Electric Department. **All requests must be made no later than November 8, 2019. Requests after that date may not be honored.**



**Please read the following Agreement statement and sign:**

**I understand that overloading of electrical circuits is prohibited. If I have overloaded a circuit, I will be required to remove an appliance or appliances from service. If Electric Department Personnel are called for an overloading problem, I understand that I will be billed for a service call of \$40.00. I understand that electric heaters of any kind are prohibited. Under no circumstances will I be permitted to plug into street lighting.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_