

**APPLICATION DEADLINE: August 17, 2010**

**GENERAL INFORMATION:** Vendor booths will be located as follows: Arts, Crafts & Information on Xenia Ave., Corry St. and Short St.; Food on Walnut St. The Beer Garden & Music Festival will be in front of the Bryan Center. **If your booth space from last year is not available, we will do our best to accommodate your request for a new location.** Each year we review all booth space applications, selecting based upon uniqueness, quality and craft category, which means **not all applications received are accepted.**

**DEADLINE FOR APPLICATIONS:** Completed applications with payment should be received in the Chamber office by **August 17**. Notice of acceptance will be mailed by **August 31**. If you do NOT get a space, your check will be returned. Applications will continue to be accepted beyond that time for cancellations and unfilled spaces.

**FEES:** The vendor fee structure differentiates between local and non-local vendors. To be considered a local vendor, you **MUST** have a local physical business or resident address with a Yellow Springs' or Clifton business location or mailing address (45387 or 45316); a **post office box does not qualify** (no exceptions). If you are a local resident representing a group with an out of town location, you will not qualify for local rates. The reduced non-profit rate is for one booth only. The \$10 Chamber discount is for one booth for Yellow Springs Chamber Members only. Checks will be deposited upon acceptance of the application. **For insufficient fund checks, payment, including a \$25 fee, must be made in cash within 3 days of notification to maintain vendor space.**

**EMERGENCY PREPAREDNESS FEE: Food Vendors...\$15; All other vendors... \$5**

*\* Miami Township Fire-Rescue is the lead agency involved in preparing the required emergency action plan for Street Fair. In Addition, fire-rescue personnel are required to inspect each food vendor, and the Township provides 20-25 staff throughout the event who serves in a variety of roles. We have added this fee in order to defray the cost incurred in preparing & planning for, inspecting, staffing, and responding to emergency incidents.*

**VENDOR BOOTHS:** Size is **10' long x 10' deep**. Your booth will be assigned by the Chamber. Vendors must provide their own canopy, tables, chairs, etc. All canopies must be fire retardant and secured to withstand heavy winds. Booths on Xenia Ave. are double row back-to-back but on all other streets are single row. There is a **4 booth** maximum per vendor. For multiple booths, indicate side by side or back to back configuration.

**SET-UP:** 6:00 a.m. – 7:00 a.m. for vendors on Walnut St, Short St. and Corry St. 7:00 a.m. - 8:30 a.m. for vendors on Xenia Ave. You **MUST** empty your car and park it before you begin to set-up. **Cars must be off the street by 8:00 a.m.** Spaces not occupied by 8:30 a.m. will be considered 'no-show' and reassigned.

**TAKE-DOWN:** 5:00 – 6:00 p.m. **Selling must stop at 5 p.m. Streets must be cleared by 6:00 p.m. There are no exceptions to this rule.** Violators may be barred from participation in future fairs.

**FOOD VENDOR FEES:** **General Fee** ...\$25; required for all food vendors for clean-up & trash collection. **Water** ...\$25; **Electrical** ...\$25/2000 watts + \$10/each additional 2000 watts. There is a limited quantity of water & electric available to food vendors only.

**FOOD VENDORS:** Food vendors must check with the **Greene County Combined Health District**, 360 Wilson Drive, Xenia, OH 45385 (937-374-5600) for food handling and license requirements. Health Department inspects day of event. Food vendors must provide a **Certificate of Liability Insurance** with their application. Food vendors using charcoal must have fire extinguishers. Water hook ups are available on a limited basis; hook up fee is \$25; provide your own food grade hoses equipped with backflow preventers.

**ELECTRICITY GUIDELINES FOR FOOD VENDORS:** Generators may be used; please indicate on application. Electric is limited; 120-volt plug in hookups only; **2000 watt maximum** per hookup. You are required to provide your own **U.L. Certified 10 or 12 ga. wire extension cords**. We prohibit 220-volt or hard-wired connections. **Please indicate the number of watts you require as you will only have access to that amount.** Electric hook up fee is \$25; use of over 2000 watts will require an additional charge of \$10/per 2000 watts. Provide a list of all of the appliances you will be using and a total wattage.

**COTTAGE FOOD PRODUCTION:** Food items produced in a person's home must be labeled according to Greene County Health Department regulations. Regulations will be included with your acceptance if indicated on the application.

**SALES TAX:** The sales tax rate for Greene County Ohio is 6.5%, you are responsible for registering your small business with the IRS and collecting sales tax for the items you're selling. When tax time comes around, you'll have to pay income tax on all the items you sold and pay the sales tax to the state where the fair is held. We recommend that you call the Ohio Department of Revenue for more info: (888) 405-4039

**PROHIBITED:** The sale of guns, knives, water pistols, snappers, caps, explosives, or weapons of any type is not permitted at Street Fair; violations of the rule may result in removal from the event. No tobacco products, drug-related items or Silly String may be sold. No selling from vans or trailers except for food vendors. **Walking Vendors are permitted** with a permit, issued by the Chamber of Commerce on the day of the event for a cost of \$25. Get the permit at the Chamber Information Tent on Xenia Ave. at Short St.

**CANCELLATIONS:** Booths cancelled by **September 17** qualify for refund of booth fee, minus \$25 processing charge. Booths cancelled later than this date do **NOT** qualify for a refund, under any circumstances.

**NO RAIN DATE:** Street Fair will go on unless there is a public safety issue; participation is choice of vendor.

### **Consider Joining the Yellow Springs Chamber of Commerce**

Membership provides discounts and preferred registration for Street Fair. Low cost plans for Health, Dental, and Vision Care, Prescriptions, Worker's Compensation and other business expenses are available at low membership rates.

The logo for the Yellow Springs Chamber of Commerce features the text "yellowsprings" in a lowercase, sans-serif font, with "chamberofcommerce" in a smaller, all-caps, sans-serif font below it. Above the text is a decorative graphic of a cluster of dots of varying sizes, resembling a starburst or a map of stars.

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