



The Appalachian Community Development Association  
www.appalachianfestival.org

**42<sup>nd</sup> Annual Appalachian Festival**  
May 11, 12 & 13, 2012  
**CORPORATE VENDOR APPLICATION**

**Business Name (s):** \_\_\_\_\_

**Contact Person:** Last: \_\_\_\_\_ First: \_\_\_\_\_

Contact Person's Business: \_\_\_\_\_  
(If different than above)

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Phone: (\_\_\_\_) \_\_\_\_\_ ext. \_\_\_\_\_ FAX: (\_\_\_\_) \_\_\_\_\_

Cell Phone: ( ) \_\_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_@\_\_\_\_\_

Website: \_\_\_\_\_

**Name & Cell Phone of representative(s) that will be on-site and staffing\* the booth:**

\_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_  
\_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_

**\*The above-mentioned business' representative must adequately staff the booth completely during the event's advertised show hours.**

**What SALES / PROMOTIONS / PRODUCT SAMPLING will be offered to our patrons?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **CORPORATE VENDOR BOOTH OPTIONS:**

Booth assignments are made to create an appealing mix of media and corporate presence.

**Acceptance of corporate vendors are at the discretion of the Coordinators.** *While we attempt to honor location requests, no guarantees can be made.*

## **CORPORATE BOOTH SIZES / RATES**

(Please circle the requested Booth Type AND Size.)

### **BOOTH TYPE**

**Open-Air Pavilion Style Building**      or

(Includes concrete floor and roof)

**Outdoors**

(Exhibitor provides own white canopy tent)

### **BOOTH SIZES**

10' X 10' - \$1,500.00

10' X 15' - \$2,500.00

10' X 20' - \$3,500.00

**Make checks payable to Appalachian Festival**

**Do you need electrical hookup(s)? (Circle Yes or No)      YES!      NO!**

Heavy duty 3-wire grounded extension cords are required. No two-wire extension cords are allowed. Be prepared to run extension cords overhead or underneath as much as 50'.

### **GENERAL RELEASE AND ACCEPTANCE OF RULES**

I / we the applicant(s) have read the "CORPORATE VENDOR GUIDELINES" attached to this agreement and agree to abide by said conditions. In addition, I / we, the applicant(s), do expressly release the producer "Appalachian Festival / The Appalachian Community Development Association" from any and all liability for any damage, injury or loss to any person or goods which may arise from the licensing and occupation of the exhibit space by the applicant(s) and agree to hold and save the Producers harmless from any loss or damage by the reason thereof.

This contract shall be deemed to have been made in the *State of Ohio* and shall be interpreted in accordance with laws of such state. In the event that legal action is required to enforce this contract or any of the terms thereof, such action shall be brought in the *Courts of Hamilton County, Ohio*, and the Exhibitor expressly consents the jurisdiction of such courts. The parties agree to accept service of process in such action by ordinary mail sent to their address as set forth in this contract. This contract constitutes the entire agreement between The Appalachian Community Development Association / The Appalachian Festival and the Exhibitor (s) and no modification shall be valid unless in writing and signed by the parties or their representatives.

**Representative Signature:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

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### **Appalachian Festival**

Sandra Moss – Festival Coordinator

**5185 Miami Dale Rd., Fairfield, OH 45014**

**Ph: 513-251-3378**

**Email: [info@appalachianfestival.org](mailto:info@appalachianfestival.org)**

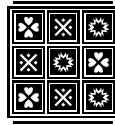


**42<sup>nd</sup> Annual Appalachian Festival**  
**May 11, 12 & 13, 2012**  
**CORPORATE VENDOR GUIDELINES**

Since 1974, the Appalachian Festival has been organized by The Appalachian Community Development Association, a non-profit organization whose purpose is to promote the educational, cultural, and social well being of the Appalachian population of Greater Cincinnati. The festival began in 1970 as a project of The Junior League of Cincinnati.

**The Purpose of the Appalachian Festival is to:**

- ❖ Foster among Appalachian migrants in the Greater Cincinnati Area, a sense of pride in their heritage.
- ❖ Educate the general public about Appalachian Culture.
- ❖ Provide a marketplace for traditional hand-made Appalachian Crafts.
- ❖ Celebrate traditional Appalachian Music, Dance, Stories, Cooking and other cultural treasures.



**A. BOOTH FEES**

**Acceptance of corporate vendors are at the discretion of Coordinators.** Booth rental fees must be paid with the application and are deposited upon receipt. Spaces not occupied by 4:00 p.m. on Thursday, May 10, 2012 will be filled with stand-by exhibitors with no refund. **Cancellation Policy:** Booths not cancelled before 5:00 p.m., April 1, 2012, are non-refundable. **Make checks payable to Appalachian Festival**

**B. CHECK-IN / SET-UP DAY: Thursday, May 10, 2012, 9:00 a.m. – 4:00 p.m.**

**(Check in at the Lost River Pavilion)**

1. Exhibitors are required to remain setup AND STAFFED, during the Festival hours all (3) days of the event. Exhibitors leaving the show before closing may be refused acceptance in future Festivals.
2. For safety purposes, vehicles are not allowed in the marketplace during show hours. Bring dollies to transport merchandise from Festival parking lots!

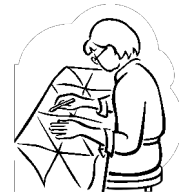
3. Coney Island is located on the Ohio River. May weather can bring 90 degrees and sunshine and could bring severe storms and cold weather. Be prepared for inclement weather. Bring covers, tie-downs and weights.
4. Past experience has shown that ample inventory to support a minimum of \$5,000 sales in (3) days are needed to create an adequate display and satisfactory results for artists and festival coordinators as well.
5. The Appalachian Festival reserves the right to remove any work which might be objectionable to the average viewing public and reserves the right to make final interpretation of all conditions which may apply. **Booth appearance must be in harmony with the festival, which is a family event.**
6. Absolutely no alcoholic beverages, drug paraphernalia or illegal substances are permitted in exhibitors' booths!
7. Because school buses transporting 5,000 students and may arrive as early as 8:30 a.m. on Friday morning, exhibitors must be set up by 8:00 p.m. on Thursday. **All vehicles must be removed from the marketplace by 7:30 a.m. on Friday morning.**

#### **C. INSURANCE**

1. **Applicant/Corporate Vendor is required to carry their own Special Event and Product Liability Insurance Coverage, at their expense. Proof of coverage must be submitted with the attached application form and booth rental check.**

#### **D. BREAK DOWN**

1. Approximately 150 Exhibitors and over 50 Living History Demonstrators' families will be breaking down and exiting at the same time!
2. Break down after 6 p.m. on Sunday.
3. No vehicles are allowed on the grounds until after advertised show hours **and** festival management officially closes the show. No vehicles can enter the marketplace until the all of the public is gone. NO Vehicles will be allowed to line up at the back gate before completing the exhibitors' break down/exit plan system. The Appalachian Festival is staffed entirely by volunteers. Please give our volunteers courtesy and respect when requesting Festival services.
4. The Appalachian Festival is staffed entirely by volunteers. Please give our volunteers courtesy and respect when requesting Festival services. Any exhibitor behaving in a



disrespectful manner toward volunteers will be asked to leave the grounds (without refund) and will not be invited back.

**E. MISCELLANEOUS**

1. Because the Festival must comply with both health and fire regulations and is inspected by those agencies on a daily basis, Coordinators have the right to make appropriate booth location changes to adhere to those regulations.
2. Exhibitor's children must be under adult supervision at all times while on the grounds.
3. ONLY trained service animals and petting zoo animals are not permitted on Festival grounds.
4. Exhibitors are responsible for cleaning their own booth space daily.
5. The Appalachian Festival reserves the right to open gates up to one-hour early, if the crowds at the gate warrant it.
6. **The Appalachian Festival is staffed entirely by volunteers. Please give our volunteers courtesy and respect when requesting Festival services. Any exhibitor behaving in a disrespectful manner toward volunteers will be asked to leave the grounds with no refund and will not be invited to participate in future events.**
7. Coney Island will be providing both day and night security. However, The Appalachian Festival, The Appalachian Community Development Association and/or Coney Island Properties will not be responsible for, or liable in any way, for damage to, including weather, or theft of exhibitor's items or person. If you wish to have your items insured, they must be insured through your business policy.



8. The exhibitor agrees to hold The Appalachian Festival / The Appalachian Community Development Association harmless from any liability for damage to the person, or his employees or agents.

## F. GENERAL FACTS

**Festival Sponsor:** The Appalachian Community Development Association  
(The A.C.D.A.)  
5185 Miami Dale Rd., Fairfield, OH 45014

**The A.C.D.A. Phone:** (513) 251-3378

**Festival Web Site:** [www.appalachianfestival.org](http://www.appalachianfestival.org)

**Contact Person:** SANDRA MOSS, Festival Coordinator

**Email:** [info@appalachianfestival.org](mailto:info@appalachianfestival.org)

**Location:** Coney Island (Lost River Pavilion), 6201 Kellogg Avenue,  
Cincinnati, Ohio 45230 **(Exit #72 off I-275)**

**Dates:** May 11, 12 & 13, 2012

**Hours:** 9:00 a.m. to 9:00 p.m. on Friday; 10:00 a.m. to 9:00 p.m. on  
Saturday; and 10:00 a.m. to 6:00 p.m. on Sunday

**Festival Admission:** Adults \$8.00, Senior Citizens (55+) \$4.00, Children 4-11 yrs. \$2.00,  
Children 3 & under are FREE.

**Parking:** \$6.00

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## 42<sup>nd</sup> ANNUAL APPALACHIAN FESTIVAL



### CORPORATE VENDOR APPLICATION CHECKLIST

1. \_\_\_\_\_ Completed (Signed and Dated) Application, and
2. \_\_\_\_\_ Booth Rental Fee: **Make checks payable to The A.C.D.A.**, and
3. \_\_\_\_\_ Proof of Special Event and Product Liability Insurance Coverage

#### MAIL TO:

**The Appalachian Festival**  
**Sandra Moss**  
**5185 Miami Dale Rd., Fairfield, OH 45014**