



City of Marysville
Amanda Morris
209 South Main Street
Marysville, OH 43040

Dear Vendor,

Enclosed you will find information about Marysville's Friday Nights Uptown that will provide a very exciting opportunity for your business. Please read this information carefully and make a note of the deadlines set for participation. You won't want to miss the chance to join us!

Friday Nights Uptown was started in 2005 as a chance for the community to come together, celebrate, unwind, relax and enjoy great food and music.

Dates for the 2017 events are:

- May 19th – County Fest** featuring Jacked Up
 - Located at Partners Park
- June 9th - Wine & Jazz Fest** featuring Swings the Thing
 - Central Ohio Wine showcase
 - Located at Partners Park
- July 14th - Rock the Block** featuring McGuffey Lane
 - Chalk the Block
 - Located at Partners Park
- August 4th –Blues & Brews** featuring
 - Car Show
 - Located at Partners Park

All events are scheduled for 6:00pm – 10:00pm, with set-up starting at 2:00pm and all vendors ready by 5:00pm (times are subject to change and ample notice will be given). You are invited to contract with the City of Marysville to promote your services at any or all of these gatherings:

<p style="text-align: center;">2017 Vendor Fee</p> <p>Tier I : Non-Profit & Uptown Vendors \$125 per event or \$450 for all four</p> <p>Tier II : All other Vendors \$150 per event or \$550 for all four</p> <p>Electric Charge: \$20.00 per event Water Fee: \$20.00 per event</p>

As these events have evolved, we have been very successful in garnering support from other local businesses. These celebrations of community should be truly exciting!

If you have questions or need clarification of any details for this offer, please don't hesitate to contact me at amorris@marysvilleohio.org or at City Hall, 937-645-7363. I look forward to working with you!

Amanda Morris
Recreation & Event Manager



VENDOR AGREEMENT

SET-UP AND TEAR DOWN

All vendors are required to be set-up one half hour prior to the event. All vendors are required to remain in place and in operation until the close of the event.

ELECTRIC SERVICE

Vendors will be provided with access to electric outlets if indicated on registration form. An electricity fee of \$20 will be charged. By default, vendors that have indicated a need for electric will be provided access to one (1) outlet, unless otherwise indicated by vendor on the registration form. Vendors are responsible for extension cords. Unobstructed extension cords may be used temporarily and must be secured to the sidewalk or pavement via duct tape, rubber mats, or other methods.

SPACE

Approximately one (1) 13' x 13' of area will be permitted for each vendor. Special accommodations may be requested (but are not guaranteed) by contacting the City of Marysville.

VENDOR TENTS

Vendors using tents must have the tents safely secured to protect against high winds. The use of cinder blocks, concrete buckets, and harnesses is strongly encouraged. No stakes of any kind will be driven into the asphalt.

TRASH SERVICE

All trash must be removed from the festival area at the conclusion of the event. Vendors must maintain their areas in a clear and orderly condition at all times before, during, and following the event. Vendors are responsible for assuring that grease, ash and gray water is contained and disposed of in accordance with the Union County Health Department.

PERMITS, LICENSES AND INSURANCE

It is the sole responsibility of the vendors to apply for and obtain the necessary permits, licenses, and insurance required by the Union County Health Department (food vendors only), the Union County Auditors Office, the State of Ohio and City of Marysville. Vendors are required to supply the City of Marysville with copies of a "Certificate of Insurance" on their businesses.

FIRE SAFETY

Food vendors with grills and/or propane cooking devices must have, at minimum, a 10 pound dry chemical fire extinguisher. Unobstructed extension cords may be used temporarily and are not provided.

WATER

Access to water via fire hydrants is provided for a \$20 fee. It is the sole responsibility of each vendor to have hoses and other necessary components and water connection devices. Union County Health Department requirements for running water must be satisfied.

PARTICIPATION FEES

The payment of fees is required upon the submission of the Vendor Agreement and Registration Form. Posted fees include basic charges for space. Electricity and water fees are additional. All vendors are charged a base fee as described on the vendor application form. In the event that a vendor is unable to attend an event, he/she must make notification no later than two (2) weeks prior to the event and a refund will be issued. If a vendor fails to pay necessary fees, the vendor fully revokes his/her privilege to participate in all future events.

OUTSIDE CONTRACTORS

Vendors are solely responsible for work completed by outside contractors or servicers. The City of Marysville and their agents and assigns assume no responsibility to pay any fees or charges incurred by a vendor.

VENDOR INFORMATION

All vendors must submit, at minimum, a description of the items being sold. A product listing, brochure or detailed description of the product(s) being sold is greatly appreciated, but not required. Food vendors may submit menu in lieu of other materials. Please include product descriptions upon the submission of this form.

CONDUCT OF VENDORS

Vendor applicants and their employees/volunteers shall conduct their activities within the area assigned. Pushcart or strolling vendors will need to obtain written permission from Event prior to commencing. Employees and volunteers shall be clean, properly dressed, orderly and polite in their conduct and speech along with the volume of their voice.

NOISE AND SOUND DEVICES

No loud noise, music or other sound devices shall be allowed without prior written consent. If any such device is permitted, the vendor shall use the device in a manner that will cause the least disturbance to event patrons and other exhibitors/vendors. Event organizers reserve the right to cancel the approval of sound device and demand discontinued use of the sound device at any time.

ADVERTISING AND DECORATIONS

Vendors shall provide their own signs identifying their exhibit. The sign should name the sponsoring firm or organization as well as the products and prices offered. Decorations in good taste and repair, fitting the theme of the event are encouraged to add to the festive occasion of this event.

FOOD VARIETY

Each vendor is allowed to provide all foods of which appear on their menus unless otherwise agreed upon with the City of Marysville.

REFUSAL/REMOVAL OF VENDORS

Event organizers can refuse vendor application and/or participation in event for any reason. Event organizers also may ask parties to remove their belongings and self from the event at any time and for any reason. This includes vendors, individuals, organizations, political causes, societies and the like whether for profit or non-profit.

LIABILITY

The Union County Chamber of Commerce, its divisions and The City of Marysville and their agents and assigns assume no responsibility or liability for injury or damage. Vendors release, indemnify, and hold harmless the Union County Chamber of Commerce, its divisions and The City of Marysville and their agents and assigns from all loss, injury, damage, or liability to persons or property sustained by reason of presence of the vendor at the Friday Nights Uptown events.

Yes, I agree to the terms of this agreement.

Vendor Signature

Date



Vendor Contract

City of Marysville
Amanda Morris – Recreation & Event Manager
209 South Main St. Marysville OH 43040
(937) 645-7363

Organization/Business Information

Name of Business/Organization _____
(as it should appear in print)

Contact Person _____ Title _____

Street Address _____

City _____ State _____ Zip _____

Telephone _____ Fax _____

Email _____ Website _____

Vendor Cost

- May 19, 2017 \$ _____
- June 9, 2017 \$ _____
- July 14, 2017 \$ _____
- August 18, 2017 \$ _____
- Electric \$20 x _____ = \$ _____
- Water \$20 x _____ = \$ _____
- Total = \$ _____

Payment Policy

Total cost is due with this application to guarantee space. Vendor space will be available on a first paid, first served basis. This contract is your invoice. All payments are due by **April 29, 2017** or 30 days prior to each event.

Electric Requests: _____volts _____amps

Return Forms & Reservation Fee to: Amanda Morris
City of Marysville
209 South Main Street
Marysville, Ohio 43040

Please make checks payable to **The City of Marysville.**

Authorization and Acceptance

The undersigned agrees to payment, terms and conditions as set forth in this agreement.

Signature

Date