

COMMUNITY FESTIVAL

June 26, 27, 28, 2020

SMALL AND COMMUNITY FOODS APPLICATION

Community Festival is a free, three-day festival where local artists, crafts-persons, community organizations, and political action groups can participate in the fun. The Columbus Community Festival Street Fair is an eclectic mix of arts, crafts, commercial merchandise, imported goods, and community & political information. The organizers view the festival as a unique village. The Street Fair booths with their exciting mix of eye-catching goods are the shops along the shaded streets that lead from the food to the stages, from the lemonade to the kids' activities, from friend to friend. Each year the number of applicants grows and the selection panel works very hard to make sure there is a diverse mix of merchandise and community and political action groups. In past years over 600 people applied for 200 booth spaces.

Read this sheet and the application carefully; fill out the application (LEGIBLY!)

Retain a copy of this sheet, include all requested materials (send color photo copies – be clear and illustrative), send menus and pictures of your booth, cart or truck. A good application can help get you selected.

Mail applications to:

ComFest Street Fair 2020

P.O. Box 7167

Columbus, Ohio 43205

ALL APPLICATIONS MUST BE ON OR BEFORE APRIL 20, 2020 (4/20/20)

PLEASE INCLUDE A SELF ADDRESSED STAMPED ENVELOPE

FOOD SERVICE FEES:

Small Food: *A for profit, booth, cart or truck vendor selling food for profit.*

A \$225 Booth fee PER 10X10 SPACE**, and a \$100 Clean Up Deposit (refundable) plus 15% of your GROSS sales, which you will pay Sunday evening to the Street Fair Treasurer. This category may include small trucks, carts and booths.

Community Foods: *A non-profit, Community Group selling food including BEVERAGES (water or pop) to benefit their non-profit Organization not for personal profit.*

A \$200 Booth Fee per 10'x10' space requested** and a \$125. Volunteer Deposit (Refundable - Remember to list your volunteers early!) plus a \$100. Clean Up Deposit (refundable – not needed for water/pop only booths). **(3 SEPARATE CHECKS!)**

Community Organizations may NOT retain professional food service providers to front for their organization – Booths only - this category is not designed for food trucks, carts or professional providers.

Why the Clean Up Deposit - You leave it clean you get it back – we have to de-grease a street or pick up your trash, sort your trash etc... and you lose your deposit.

Volunteer Deposits come back to you if you give Volunteers to work for the Festival in Safety or Clean Up and Recycling.

IF YOU ARE REQUESTING MORE THEN A 10'X10' BOOTH SPACE PLEASE NOTE YOUR REQUEST AND INCLUDE THE APPROPRIATE BOOTH SPACE FEE - COMMUNITY FOODS APPLICANTS MAY ONLY REQUEST 10' X 10' SPACE.

****PLEASE NOTE: If you are applying for a "Midway Community Food" space on Park Street, there will be an additional \$75 per each 10 feet of tent space used. This is to help offset the cost of tent rentals so that the area can meet fire code requirements, and get in as many of you as possible!**

If you are accepted, your deposit will come back to you IF the Festival has no labor or expenses (power washing areas etc.) associated with your clean up.

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print and fill out

SMALL FOODS - \$225 Booth fee per 10'x10' space requested, and \$100 clean up deposit in 2 separate checks or money orders.

COMMUNITY FOODS - \$200 Booth fee per 10'x10' space requested (must prove non-profit status), plus a \$125 Volunteer Deposit, plus \$100 Clean Up Deposit in 3 separate checks or money orders.

Make all checks payable to ComFest.

Applications must be received on or before April 20, 2020. **NO EXCEPTIONS!**

Please include a self-addressed, stamped envelope for your acceptance/rejection letter.

PLEASE PRINT LEGIBLY! New Name/New Address (Please circle one if you have been here or applied before under a different name and provide that information here →.) _____

Company or Organization Name _____ **Phone** _____ **Cell phone** _____

Name of contact person _____ **Phone** _____

Address: _____ **Email:** _____

City _____ **State** _____ **Zip** _____

Circle the type of vendor you are: (Circle one) **CART** **BOOTH**

Do you have a grill? ___ yes ___ no - **If yes what size:** ___x___

Please list or attach an exact menu of proposed food items for sale – keep in mind we try not to repeat menus – be creative: _____

Please provide a detailed description AND PHOTOS of your booth or cart:

Please provide a photo and measurements of your proposed signs _____

Indicate any special needs _____

**YOU MUST TELL US ABOUT YOUR ELECTRICAL NEEDS BELOW
OR YOUR APPLICATION WILL BE RETURNED!**

Your signature below indicates that you have read the year 2020 booth information sheet and agree to accept and abide by the terms and conditions as described.

Name _____ **Date** _____

ELECTRICAL NEEDS
EVERYONE YOU MUST FILL OUT THIS PART
OR YOUR APPLICATION WILL BE RETURNED!!!
WE STRESS THIS IS IMPORTANT!

VENDOR NAME: _____

VENDOR CONTACT PHONE NUMBER: _____

Will you need electricity _____yes _____no

Specify the **EXACT** equipment you will be running, include **projected wattage and amperage**

BY LISTING THIS EQUIPMENT YOU AGREE THAT THIS LIST WILL BE THE TOTAL AMPS YOU WILL NEED TO RUN YOUR BOOTH!

Name _____ Date _____

COMMUNITY ORGANIZATIONS ONLY

Fill this out and return it with your application

Community Festival 2020

PRE-EVENT VOLUNTEER SIGN UP SHEET

ORGANIZATION NAME: _____

Contact Phone Number: _____

Contact Email: _____

Clean Up & Recycle:

Name: _____ **Phone:** _____

Name: _____ **Phone:** _____

Name: _____ **Phone:** _____

Name: _____ **Phone:** _____

Name: _____ **Phone:** _____

Safety:

Name: _____ **Phone:** _____

Name: _____ **Phone:** _____

Name: _____ **Phone:** _____

Name: _____ **Phone:** _____

Name: _____ **Phone:** _____

**THE RULES – READ THIS KEEP IT IN YOUR FILES
LICENSE & PERMIT INFORMATION**

Community Food: This category requires a temporary food handler's permit and an inspection by the Columbus Health Department. A propane or fire permit from The City of Columbus Division Of Fire is required if you will be using gas appliances or a charcoal grill. You will be inspected by The City of Columbus, Division of Fire, and you must have a type K fire extinguisher and obey all Fire regulations. You could need a charitable solicitations permit from The City of Columbus

Small Food: This category requires temporary food handler's permit and an inspection by the Columbus Health Department unless you are a street licensed vending cart with a legal mobile license. A propane or fire permit from The City of Columbus Division of Fire is required if you will be using gas appliances or a charcoal grill. You will be inspected by The City of Columbus, Division of Fire, and you must have a type K fire extinguisher and obey all Fire regulations.

You MUST have the correct licenses to participate.

**If you are accepted a complete set up and tear down schedule
will be included with your acceptance letter.**

**ADDITIONALLY YOUR PRESENCE AT A PRE-FESTIVAL FOOD VENDORS
MEETING IS MANDATORY – YOU MUST ATTEND OR SEND A REPRESENTATIVE!**

LIABILITY

The Festival, its organizers and committees do not accept any responsibility for any
injury, loss or damage to goods, displays, equipment or persons.

EXHIBITORS PROVIDE

Bring everything - The festival provides no equipment for vendor use!

YOU MAY NOT BRING:

If accepted you may NOT bring glass bottles (this should be a no brainer but you would be surprised). Leave any personal music devices at home unless you have earphones – the single largest complaint on the street fair is someone playing a boom box, radio or other device and annoying the folks around them (imagine listening to your least favorite music or presentation all week-end long from the booth next door) - plus like it's a music and art festival folks, there is enough noise!!

No TV's, VCRs, computer presentations

BE GREEN! Biodegradable containers & Composting

All service containers must be biodegradable **No Exceptions.** If accepted a list of vendors for acceptable containers will be passed out at the mandatory Food Vendor meeting in June. Composting organic waste: Every food booth will be provided a container for, and must compost organic waste materials.

Items Not Allowed For Sale or Distribution Include:

If accepted you may not sell or distribute items in glass bottles, water, items other than the agreed upon menu or items that are any infringement on the ComFest (Community Festival) logo, any materials contrary to ComFest (Community Festival) Statement of Principles, any materials that advocate sexism, racism, violence or that are discriminatory or violent in content.

NO UNAUTHORIZED BOOTH SHARING

If accepted you may NOT share your booth with anyone who has not participated in the selection process for 2020 and been accepted for the 2020 event. You may not let someone share if you have been blessed with space – the event has a selection panel that works very hard to select the mix of food, merchandise and informational materials to be presented. This is also a good way to get uninvited next year!

ANIMALS

For the safety of the people and the animals, **NO** animals are allowed to accompany booth vendors (no animals in or around your booth – tied in the park behind your booth, left in your car or truck or in crates nearby), with the exception of working dogs for medical reasons, which must remain on a leash.

This means every animal! Leave them at home.

They will thank you and so will the festival.

STAY IN YOUR BOOTH! NO HAWKING no Barking!

If accepted, ALL sales and distribution of materials must be conducted in your booth space. You are not allowed to roam the grounds and sell or hand out anything! You are not allowed to shout or yell out your products. You may not stand in the street in front of your booth and solicit people.

THIS MEANS EVERYONE!

ELECTRICITY

Electricity is not guaranteed – Its always best to bring a BATTERY-POWERED source of light with you for those temporary blackouts - The Festival does it's best to supply adequate power for Community and Small Foods vendors. Potential vendors MUST list electrical equipment proposed for use. If accepted a complete final list of equipment must be presented at the mandatory Food Vendor meeting.

NOTE: ALL light bulbs must be shielded or caged, **NO bare bulbs, old-fashioned big bulb holiday lights that get hot, rope and icicle lights, quartz or fluorescent lights.** If selected, you must bring heavy-duty outdoor type extension cords and a ground fault protector or multi plug with it's own circuit breaker. **NO - You may not bring your own generator – small ones are noisy and pollute the general area around them.**

NO VCRs, TVs, radios, electric fans, computer displays, etc.

Keep in mind that everyone who is working at the event is a volunteer, no one is paid to be helping you or in too many cases listening to you complain. Everyone is in this together and it is important you are part of the Team. The Festival reserves the right to not accept vendors who have broken the rules - see statement below.

Community Festival Statement of Principles

The Community Festival is guided by its principles. The principles are statements of what the members believe are basically important. They are:

We think that people ought to work for the collective good of all people rather than for personal gain.

We support cooperation and collective activity rather than competition and individual profit.

We believe that the basic necessities of life are a right and not a privilege. We believe that people have the collective right to control the conditions of their lives.

We believe that people should strive to conduct their lives in harmony with the environment.

We recognize that there are primary attitudes that divide and oppress people; these attitudes are usually shown by prejudice against people on the basis of age, class, ability, income, race, sex, and sexual preference or orientation.

We seek to eliminate these attitudes.