



2018 TROTWOOD FAMILY REUNION
Saturday, September 29, 2018 from 11:00 am – 7:00 pm
Trotwood Community Park (Madison Park) 301 S. Broadway
VENDOR SPACE APPLICATION



Name of Business or Organization: _____

Owner or Contact Person: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Daytime Telephone #: _____ Cell Phone #: _____

Email Address: _____

Space to be used for:

_____ Food Sales \$100 application fee **(All Food Vendors will need to have the appropriate and valid Montgomery County Vendors License)**

_____ Non-Food Sales \$75 application fee

_____ Non-Profit, Area Business or Church Enterprise (No charge)

Space Desired: _____ 10' X 10' Area _____ 10' X 20' Area

ALL VENDORS NEED TO SUPPLY THEIR OWN ELECTRICITY, TENT OR CANOPY FOR THEIR ASSIGNED SPACE.

Complete list of items to be sold or promoted:

Deadline for vendor space application and signed contract is Friday, September 7, 2018.

Application and Contract must be submitted together along with fee for vendor space.

Please make check for vendor space out to: **City of Trotwood**

Please mail application, contract and check to:

Attn: Kelly Adams
 Trotwood Family Reunion
 3035 Olive Road
 Trotwood, OH 45426

Trotwood Family Reunion contact information: kadams@trotwood.org or 854.7227

Please keep a copy of this application and signed contract for your records.

DEADLINE FOR APPLICATION & CONTRACT IS FRIDAY, SEPTEMBER 7, 2018

2018 TROTWOOD FAMILY REUNION

RULES AND REGULATIONS GOVERNING VENDORS

The 2018 Trotwood Family Reunion will take place on Saturday, September 29, 2018, from 11:00 am to 7:00 pm. The location of this event is 301 S. Broadway Street (Trotwood Community Park)

All vendors will be provided assigned spaces for this event and will not encroach on other assigned vendor spaces. All vendors will report to their assigned spaces by 9:00 am on that date to set up their areas and will remove any and all vehicles by 11:00 am. Additionally, all vendors will not take down their assigned areas until 7:00 pm and will remove all items and tents/canopies no later than 11:59 pm on Saturday, September 29, 2018. No vehicles will be permitted to assigned spaces until after 7:00 pm when the area is cleared of citizens. All vendors with assigned spaces must make certain that their areas are free of debris and litter prior to leaving the event after tear down.

All rules and regulations referred to herein are made a part of the conditions under which participation in the 2018 Trotwood Family Reunion are granted to vendors.

1. The Trotwood Family Reunion, under the authority of Shawn Tucker, reserves the right to limit the number of vendors.
2. All vendors shall open not later than 11:00 am and not close before 7:00 pm the day of the event and will be staffed at all times during the hours of operation.
3. Business shall only be conducted within the confines of the assigned vendor space.
4. All items to be sold or distributed must be listed in total on the Vendor Space Application; no exceptions please.
5. Vendors agree not to sell any items or conduct business other than that indicated on the Vendor Space Application.
6. Vendors agree to staff their assigned space at all times during the hours of operation for this event.
7. Vendors agree not to sell guns of any kind, knives of any kind, mace, martial arts item, conducted energy weapons (Tasers, stun guns, etc.), handcuffs, fireworks, bang caps, bull whips, silly string, or bomb bags as part of their items offered.
8. Vendors agree not to sell or display exotic smoking paraphernalia commonly used in narcotic or drug-related activity.
9. Vendors agree not to sell or give live animals as prizes with the sole exception of goldfish.
10. Vendors agree not to sell or display pins, badges, sweaters, sweatshirts, t-shirts, posters or any other item with obscene depictions, drug related emblems or anything that can be construed as obscene.
11. Vendors agree not to use noisy instruments for the purpose of attracting attention to their assigned space.
12. Vendors agree not to tear down their assigned spaces prior to the designated time of 8:00 pm.
13. Vendors agree to supply their own tent or canopy if they wish to have one; the Trotwood Family Reunion will not provide tents or canopies to vendors.

Lessee/Vendor agrees:

- To hold harmless the City of Trotwood, Trotwood Family Reunion and Trotwood Family Reunion Committee from any claims, suits or other legal actions, for damages arising out of the lease of the assigned vendor space at the event known as the Trotwood Family Reunion.
- Any and all space assigned for this event will be used by the applicant and will not be released or sublet to any other party, or shall be subject to expulsion from the event as a vendor and shall forfeit any and all fees paid to be a vendor.
- All applicants must comply with applicable rules and regulations and must operate under these rules and regulations.
- It is understood that the vendor may occupy their assigned space on Saturday, September 29, 2018 from 11:00 am to 7:00 pm, with set up of their space from 9:00 am to 11:00 am (removal of vehicles by 11:00 am) and will tear down their space from 8:00 pm to 11:59 pm (removal of vehicles by 11:59 pm). Further, all vendors will make certain that their assigned space is free of debris and litter prior to vacating the space.
- The vendor understands that electrical access will be at designated locations and on a very limited basis, and, at an extra charge of \$50 in addition to the application fee; if electrical service is needed, vendor must stipulate that on the Vendor Space Application in the space supplied.
- The vendor understands that no water access will be supplied to the assigned vendor space.
- The Trotwood Family Reunion and its designees, agents and partners shall not be liable in any manner for damages caused to persons, property, materials, stock or other items whatsoever while said persons, things or articles are on the grounds of this event.
- The Trotwood Family Reunion and its designees, agents and partners shall not be liable for injuries or damages caused by fire from any cause, rain, hail, sleet, storm, high winds, tornadoes, floods or other disturbances of any kind to any person.
- The vendor is responsible for acts of vandalism, fire, malicious mischief or theft and will indemnify the Trotwood Family Reunion for any and all responsibility or liability from such loss. Full or partial destruction of the grounds due to negligence of the vendor, his agents or employees, shall cause said vendor to become liable for the damages suffered.

All tents/canopies and items in assigned spaces must be removed by 11:59 pm on Saturday, September 29, 2018.

In Agreement:

Business or Organization Name

Trotwood Family Reunion_____

Representative

Representative

Date

Date