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# 2024 CORN FESTIVAL VENDOR HANDBOOK AND APPLICATION

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This handbook is new as of 2024 and will be required to be read by all vendors who wish to participate in the 2024 Corn Festival. It is your responsibility to become familiar with the following rules, conditions, provisions, and information. It is HIGHLY advised that returning vendors read this handbook very carefully as there are revisions and new information this year that will have an impact on you. Thank you for your interest in joining our vendor lineup at our 2024 event. Products are required to be safe and friendly for all ages.

## Returning Vendors

Layout changes, programming changes or new traffic patterns could prevent same space assignments. The Aumsville Corn Festival Staff will attempt to honor all preferences for space to the best of their ability. If vendors have requests for their booth to be located next to another booth, please indicate that on the application. Placement will be assigned based on the contents of this handbook with the following considerations:

- The date your application was received.
- Availability and access to electricity.
- The compatibility of your booth with others in the same general area.

## Application Process

Once the vendor application has been turned in and filled out in its entirety, the vendor will hear back via email of acceptance or denial. If accepted, the vendor will have 7 business days to pay the vendor fees and be assigned a tentative vendor spot. The Aumsville Corn Festival reserves the right to designate the space where the vendor may set up their booth to the best benefit of the Corn Festival and its patrons. Vendor spots may change up till the day of festival at the discretion of the Aumsville Corn Festival staff.

**Applications will be accepted through 5pm August 2<sup>nd</sup>, 2024. The earlier a vendor applies to participate in the Corn Festival the more likely there will still be spots available. Please remember that filling out an application DOES NOT guarantee a vendor spot in the Aumsville Corn Festival. Vendor fees are non-refundable unless the event is cancelled.**

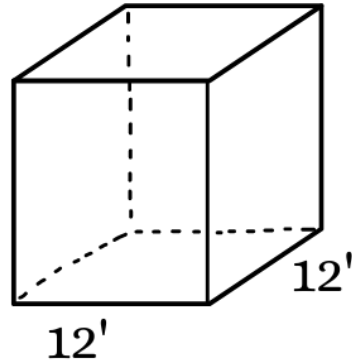
## Vendors with Duplicate Products

Vendors at the Aumsville Corn Festival do not have assurance of exclusivity with their products or services. However, the Aumsville Corn Festival reserves the right to limit the number of duplicate products or services on a case-by-case basis. Whenever possible, duplicate products will be placed as far away from one another as possible. The Aumsville Corn Festival is not accountable for regional or territorial rights provided by certain companies for vending their products. It is each Applicant's responsibility to know if they are restricted from being a vendor due to such regulations by their supplying company.

## Booth Specifications and Fees

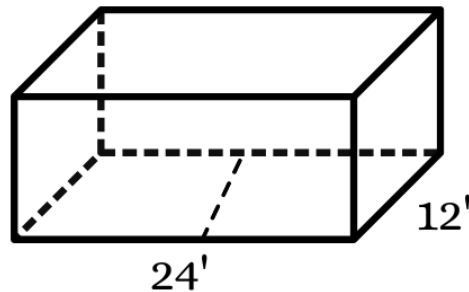
### Standard Single Booth \$100

- 12'x12' Space



### Standard Double Booth \$200

- 24'x12'



### Electrical Single Booth \$150

- 12'x12'
- 20-30 amps (Limited availability)

### Electrical Double Booth \$300

- 24'x12'
- 50 amps (Limited availability)

*ALL electrical needs MUST be declared on the Corn Festival Vendor Application.*

The Aumsville Corn Festival Staff will make every effort to accommodate the electrical needs of booths, however, the city makes no guarantee of the availability of a specific amp amount. Booths requiring electricity must bring their own UL-approved cables to reach the electrical junction box. Portable generators are allowed if they are not noisy, nor provide excessive smoke when in normal operation. You must indicate you will be using a generator on the application form.

## Booth Furnishings

All booth furnishings, including signs and display racks must always remain inside the boundaries of the designated booth space sizes as outlined above.

## Vendor Set-Up and Tear Down Dates and Times

- Set-up arrival times for **Food Booths will be 8am-6pm FRIDAY, AUGUST 16<sup>th</sup>** unless given special written permission by the Aumsville Corn Festival Staff.
- Set-up arrival times for **all other vendors will be 8am-6pm FRIDAY, AUGUST 16<sup>th</sup> and 5am-10am Saturday, August 17<sup>th</sup>** unless given special written permission by the Aumsville Corn Festival Staff.
- ALL food and vendor booths must stay until 6pm Saturday, August 17<sup>th</sup>. At 6:01pm vendors and food booths may begin tearing down for the day.
- Vendors that begin tear down before 6pm will be subject to denial of vendor applications by the Aumsville Corn Festival and future Aumsville events.

Vehicles will be permitted on the grounds during set-up of booths ONLY for unloading. PLEASE be patient during set-up. Due to extreme congestion on the grounds during set-up day, we ask you to allow yourself enough time to wait in line to be taken to your vendor spot and to set-up.

## Festival Attendance

The Aumsville Corn Festival is not responsible for decreases in normal festival attendance due to acts of nature, labor strikes or other events outside the control of the City of Aumsville. The festival attendance runs anywhere from 5-10,000 depending on the weather.

## Smoking/Alcohol Sales and Consumption

Smoking a lighted pipe, cigar, cigarette, vape or other smoking paraphernalia or material is prohibited in the park during Festival operations. The sale and consumption of alcohol is prohibited as indicated in Aumsville Ordinance 691 Section 10.

## Vendor Responsibilities

- Provide own insurance.
- Food vendors must have appropriate permits from Marion County Health Dept. Contact the Health Dept at (503) 588-5346 for license information.
- All booths are responsible for their coins and bills for change.
- Furnish their own shade cover, tables, and chairs.
- Food vendors must provide one garbage can. Vendors must empty their own garbage cans into the city-provided dumpster.

*By filling out the Vendor Application the vendor indicates they have read and understand the Vendor Handbook.*

## Non-Compliance Procedures

In the event a vendor refused to comply with fees, conditions, rules, directions from Corn Festival staff on-site, and all rules outlined in this handbook, the Corn Festival Staff will take action that could result in removal of vendor booth furnishing immediately.

**THE AUMSVILLE CORN FESTIVAL 2024  
VENDOR APPLICATION FORM**

*(Please Print Clearly)*

**NAME OF ORGANIZATION:** \_\_\_\_\_

**CONTACT PERSON:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

\_\_\_\_\_ By initialing here, I understand the primary form of contact will be email. I have provided an email I have access to and will check often for Corn Festival updates as they relate to vendors.

**Category** (Indicate the type of products being sold or displayed):

Crafts    Foods    Service    Garden/Produce    Other \_\_\_\_\_

**Booth Type:**

Trailer/Vehicle    Tent    Other ( please specify if other) \_\_\_\_\_

Overall trailer/Vehicle length (Including hitch and all other accessories) \_\_\_\_\_

Overall trailer/Vehicle depth (Including hitch and all other accessories) \_\_\_\_\_

**Description of Products:** \_\_\_\_\_

*Products are required to be safe and friendly for all ages. The sale or display of alcohol, marijuana products, and weapons of any kind is strictly prohibited at this event. This is not an all-inclusive list; other adult-oriented material may be excluded at the City's discretion.*

**Are you a returning vendor?**  Yes  No

**Is electricity needed?**  Yes  No

\_\_\_\_\_ By initialing I understand that the city will only guarantee between 20-30amps of power per electrical spot purchased. I understand that 50amp availability is limited and is on a first-come basis on approved applications, at the city's discretion.

**If yes,** state the appliances to be used with city-provided power, and how many amps you are requesting:

\_\_\_\_\_ **If no,** will you be using a generator?  Yes  No

**Indicate which booth style you are requesting below:**

**Standard Single**    **Standard Double**    **Electrical Single**    **Electrical Double**

*I hereby apply for a vendor space at The Aumsville Corn Festival. I have read this application and the Vendor Handbook in its entirety and understand the provisions for vendors. I agree to comply with all conditions set forth. I release and hold harmless the City of Aumsville and all site owners from and against all liability, claims, losses, damages, and causes of action suits of any nature, arising out of or related to my activities at The Aumsville Corn Festival.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

If you have further questions, please contact City Hall at 503-749-2030