

visitgahanna



Sunday, November 19, 2017
2 to 7 p.m.

2017 NON-PROFIT / SERVICE GROUP ACTIVITY PROVIDER APPLICATION

Deadline for submission of applications is October 1, 2017

The Holiday Lights Celebration is the kick-off to the holiday season in Gahanna. Non-profit and service group organizations are invited to participate in this event by providing a hands-on activity to engage attendees. Please note that space is limited and submission of an application does not guarantee approval. Activity Providers will be notified of their application status no later than October 6, 2017. If not selected, any submitted fees will be returned.

Company: _____

Contact: _____

Address/City/State/Zip: _____

Phone # Pre/Post Event: _____ Phone # During Event: _____

E-mail: _____ Website: _____

Fee covers reservation of space ONLY.

Share information about your group/organization and meet members of your community! Activity Providers will receive an assigned 10'x10' space. Providers must bring their own table, chairs, tent, tent weights and water, if needed. All activities will be located outside, will be stationary during the event, and must remain open during all hours of the event (2 to 7 p.m.). Activity Providers accepted by October 6 will be listed in the Holiday Lights Celebration brochure.

_____ \$40: Non-Profit/Not-for-Profit Activity Provider – 10'x10' space.

Activity Providers will have access to one (1) 20 amp circuit of courtesy electric (enough for a lightbulb or string of lights). Please bring LED lighting and a 200' UL listed heavy duty outdoor extension cord. Contact the Gahanna Convention & Visitors Bureau if additional electricity is needed.

_____ **Total enclosed**

List the activity(s) that you wish to provide: _____

By signing below, I acknowledge that I have received and reviewed the 2017 Holiday Lights Celebration Activity Provider Information & Regulations, that I agree to abide by the Activity Provider Information & Regulations at all times, and that I am duly authorized to sign on behalf of the organization listed below.

Organization: _____

Signature: _____

Date: _____

Please make checks payable to: Gahanna Convention & Visitors Bureau
and mail to the address below on or before October 1:

Gahanna Convention & Visitors Bureau
Attn: Holiday Lights Activity Provider
167 Mill St.
Gahanna, OH 43230

REMINDERS:

Applications must be postmarked by October 1, 2017.

All vendor fees and any additional charges must be included with application.

Incomplete applications will not be considered.

Please call (614) 418-9114 for additional information.

2017 Holiday Lights Celebration: Activity Provider Information and Regulations

1. **Deadline:** **Applications must be postmarked by October 1, 2017.** Submission of an application does NOT guarantee a space at the event. **Applications must include required signed documents and all fees to be considered.**
2. **Vendor Fees:** Applications must include all required vendor fees in order to be considered. All charges must be paid-in-full prior to the event in order to participate.
3. **Activity Selection:** Space is limited and submission of an application does not guarantee approval. Activities you wish to provide must be listed on your application. The Gahanna Convention & Visitors Bureau (GCVB) will review all complete applications.
4. **Application Confirmation:** Vendors will receive notice of their application status no later than October 6. Your vendor fee will be returned if not selected. **Vendor placement is subject to change and is not guaranteed.**
5. **Refunds:** This event is an all-weather event. Please prepare accordingly. NO refunds will be granted.
6. **Set-Up:** Approximately two weeks before the event, you will be notified of your arrival and set-up times for the event, along with detailed instructions for unloading.
7. **Activity Operations:**
 - a. Activity spaces must be staffed at all times during the event's hours of operation (2 to 7 p.m.) unless otherwise directed by the GCVB.
 - b. No activities are permitted to be set-up before their assigned check-in time.
 - c. **All vendors are required to have a K Class fire extinguisher. All vendor spaces are subject to inspection by the Mifflin Fire Department, at its discretion.**
 - d. Activity providers are responsible for supplying their own tent, tent weights, tables, chairs, displays, lights, extension cord, rain protection, water, fire extinguishers, parking, etc. Due to noise and fumes, generators are not permitted. **No free food or drink items may be distributed at any time before or during the event unless agreed to in writing by the GCVB.**
 - e. Plan to provide enough activity supplies for 300 to 500 participants, based on feedback from last year's event.
 - f. The Holiday Lights Celebration is a family-friendly event. All activities must be appropriate to the event.
 - g. Activity providers are not permitted to solicit, set-up, and/or hang banners outside of their assigned area.
 - h. Because of potential programming conflicts, no audio systems (e.g. music, announcements, etc.) may be used at any time unless previously agreed to in writing by the GCVB.
 - i. Upon completion of the event, activity providers are responsible for removing all trash from their spaces and placing the trash in designated trash receptacles.
 - j. Activity providers must vacate their spaces by 9 p.m.
 - k. The Holiday Lights Celebration logo may not be used without specific prior written approval from the GCVB.
 - l. **The GCVB will have the final discretion in all matters regarding activities.**
8. **Indemnity:** By receiving activity space and further covenants allotted by the Gahanna Convention & Visitors Bureau, activity provider releases and waives any and all claims that the provider, his heirs and/or executors have or may have against the Gahanna Convention & Visitors Bureau, any of its directors, officers or employees, or any property owner, for loss, theft, breakage, or bodily injury sustained as a result of their participation.

Holiday Lights Celebration FAQ

1. Are there street closures?

Yes. Mill Street will be closed between Granville Street and Carpenter Road (with access open to the parking garage), and Town Street will be closed between Mill and High Streets.

2. Where can I find up-to-date information?

Updated information regarding the Holiday Lights Celebration can be found at VisitGahanna.com and on our Facebook page, @VisitGahanna.

3. Are local businesses open during the event?

Businesses in the Creekside District will be open during the event.

4. What is the timing for the event?

The 2017 Holiday Lights Celebration runs from 2 to 7 p.m. on Sunday, November 19, 2017.

5. Are there costs associated to attend the event?

There is no fee for the public to attend. Food and merchandise will be available for purchase, local businesses may offer specials, and some holiday activities may require a nominal fee.

6. What happens if there is inclement weather?

The Holiday Lights Celebration will be held rain-or-shine. In the event of severe inclement weather, the Gahanna Convention & Visitors Bureau (GCVB) will decide if there is a need to cancel the event. If so, you will be notified as soon as reasonably possible.

7. What is the application review process?

The GCVB will review all “complete” applications. To be considered “complete,” an application must contain all required information, must be signed by an authorized representative of your organization, and must include all applicable fees.

The GCVB reserves the right to decline any vendor at any time, including on the day of the event, if the vendor does not meet the quality desired for the event or otherwise violates the Vendor Regulations set forth herein.

**Gahanna Convention & Visitors Bureau
614/418-9114**