



Sunday, November 19, 2017
2 – 7 p.m.

2017 RETAIL VENDOR APPLICATION

Deadline for submission of applications is October 1, 2017

NOTE: Space is limited and submission of an application does not guarantee approval. Applications will be reviewed and vendors selected based on product, quality and appropriateness to event. Approved Vendors will be notified after October 11, 2017. Vendors who are not selected will receive a return of any submitted fees at that time.

Company: _____

Contact: _____

Address/City/State/Zip: _____

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

E-mail: _____ Website: _____

Vendor fee covers reservation of vendor space ONLY.

Vendors must provide their own table, chairs, tent, tent weights and water, if needed. All vendors 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.).

_____ \$50: Retail Vendor - 10x10 space

_____ \$75: Retail Vendor – Trailer. Dimensions: _____

Retail Vendors 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.

_____ \$25: Late fee for applications postmarked after 10/01/2017

_____ **Total enclosed**

List the products that you wish to sell, promote or distribute: (use additional sheet if necessary)

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

Company: _____

Signature: _____

Date: _____

**Please make checks payable to: Gahanna Convention & Visitors Bureau
and mail to the below address by October 1:**

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

REMINDERS:

Applications must be postmarked by October 1, 2017.

**Applications postmarked after October 1, 2017
will incur a \$25 late fee.**

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: Vendor Information and Regulations

1. **Deadline:** **Applications must be postmarked by October 1, 2017.** Applications postmarked after October 1, 2017 will incur a \$25 late fee. Submission of an application does NOT guarantee a space at the event. **Applications must include required signed document 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 for vendor to participate.
3. **Vendor Selection:** Vending spots are limited. The Gahanna Convention & Visitors Bureau (GCVB) will review all complete applications. All items that you wish to sell, promote or distribute must be listed on your application. Vendors will be judged on quality, appropriateness, and originality of items. The GCVB reserves the right to select and limit the items listed on your application that you will be allowed to sell or distribute during the event. Items that are not listed on the vendor application or that are not pre-approved by GCVB in writing will not be permitted to be sold or distributed at the event. **Vendor placement is subject to change and is not guaranteed.**
4. **Application Confirmation:** Vendors will receive notice of their application status after October 11. Your vendor fee will be returned if not selected.
5. **Eligibility:** Applicants must have all necessary licenses and insurance. Vendor takes full legal responsibility for participation and is the party for whom all transactions will be conducted. All sales and income taxes are the responsibility of the vendor.
6. **Refunds:** This event is an all-weather event. NO refunds will be granted.
7. **Set-Up:** Two weeks before the event, Vendors will be advised of their arrival and set-up times, and will receive detailed instructions for unloading.
8. **Vendor Operations:**
 - a. Vendor 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. Vendors will not be permitted to 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. All vendors are responsible for supplying their own tent, tent weights, tables, chairs, displays, lights, 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 without prior written approval.**
 - e. The Holiday Lights Celebration is a family-friendly event. Any and all items displayed or sold by vendor must be appropriate to the event.
 - f. Vendors are not permitted to solicit, set-up, sell items, and/or hang banners outside of their assigned area.
 - g. Because of potential programming conflicts, no audio systems (e.g. music, announcements, etc.) may be used at any vendor space at any time unless previously agreed to in writing by the GCVB.
 - h. Upon completion of the event, vendors are responsible for removing all trash from their spaces and placing the trash in designated trash receptacles.
 - i. Vendors must vacate their vendor spaces by 9 p.m.
 - j. The Holiday Lights Celebration logo may not be used without specific prior written approval from the GCVB.
 - k. **The GCVB has the final discretion in all matters regarding vendors.**

- 9. Indemnity:** By receiving vendor space and further covenants allotted by the Gahanna Convention & Visitors Bureau, vendor releases and waives any and all claims that the vendor, 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