

Carroll Community Festival - Payment and application Due by 06/01/2026

Vendor Contract/Rules/Regulations

Event Dates: Friday August 14, 2026 and Saturday, August 15, 2026

Food Truck/Trailer = \$175*; Sales/Cottage or Farm Market/Information = \$75*; Food Cart (5x5) = \$50 Non-Profit Organizations = Free

Organization/Business Name: _____
(Please note if you are an independent consultant of a business like Scentsy, Pampered Chef, etc.)

Applicant's Name: _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Telephone: _____ **/Email:** _____

Booth Type (Circle): Food Information Craft Farm Market Other

Vendor: 12x12 approx. space. **Food:** One truck/trailer.
Price subject to increase for additional space

Food Truck/Trailer Space Request: _____

Detailed Description of Menu Items or Sales Items - all vendors to complete.

Electrical Access Notice

The Carroll Community Festival will provide **one 50-amp electrical hookup** per vendor space. Vendors must ensure their equipment is compatible with this power source. We ask that you provide at least 125 feet of power cord.

If your setup **requires a different type of electrical service** or **cannot operate with 50-amp power**, you are responsible for **bringing your own generator**.

Please confirm below:

- I can use the 50-amp electrical hookup provided.
- I will bring my own generator.

*** PLEASE INDICATE IF YOU WOULD LIKE IN THE SAME SPOT IF YOU HAVE PARTICIPATED BEFORE and we will do our best to see that we do that for you***

Deadlines for Arrival and Deliveries:

Set-up: Friday August 14th between 10:00 am and 4:00 pm/ **Vendor Entrance Rear of Park**

*Saturday deliveries before 9:00 am or after 11:00 am via Vendor Entrance (due to parade)

*Optional early set-up, Thursday, August 13th from 6:00-8:00pm (no overnight security)

Setup Time Selection

Please select your preferred setup time. You must arrive during your selected time window:

- **Thursday, August 13** from 5:00 PM – 8:00 PM
- **Friday, August 14th**
 - 10:00 AM – 12:00 PM
 - 12:00 PM – 2:00 PM
 - 2:00 PM - 4:00 PM

Event Hours: may remain later during the evening concerts as desired

- ❖ Friday from 5:00-8:00 pm Overnight
- ❖ Saturday from 11:00 am until 8:00 pm (festival resumes after parade)

Vendor Parking: Please fully unload then move the vehicle to Canal Basin Park.

No parking in general event areas or business parking lots.

Carroll Community Festival **Vendor Contract and Rules/Regulations**

Vendor Rules and Regulations:

- ❖ Must participate in the ENTIRE event, both event dates/times. No early tear-downs. Can not exit before 9pm on Saturday.
- ❖ Must check-in with the Vendor Coordinator upon arrival/before set-up.
- ❖ Area assigned per Vendor Coordinator and/or Event Chair and is permanent.
- ❖ Must comply with local health regulations, electrical and fire codes.
- ❖ Must possess current, valid licensure and applicable insurance.
- ❖ Vendors are responsible for their own collection and submission of sales tax.
- ❖ Contract cannot undergo sub-lease, transfer or sale.
- ❖ Must provide your own equipment. This includes, but not limited to, canopies, tables, chairs, utensils, tents, lighting, hoses/connectors, extension cords.
- ❖ Recommended: Sandbags for canopies due to potential for street assignment and/or inclement weather risk, as we are an outdoor event.
- ❖ Electoral hook-up appropriate adaptor needed. No hotwire/piggybacking.
- ❖ No illegal substances permitted. No inappropriate conduct or attire.
- ❖ Area to remain neat/tidy at all times. Trash disposal in proper receptacles.
- ❖ 'Gray Water' disposed of in the receptacle near the village office, only.
- ❖ **No refunds** after August 1st (rain or shine; exception is event cancellation).
- ❖ Village of Carroll/Event Coordinators not responsible for injuries, accidents, inclement weather, lost/stolen/damaged items, factors beyond control.
- ❖ Vendors observed moving barricades and/or driving vehicles into the event area after 3:00 pm will not be invited to return for future events.
- ❖ Behavior determined as unprofessional by the festival committee will not be invited to return for future events.
- ❖ Complete clean-up of area post-event (includes all trash and discarded Zip-ties).
- ❖ **Your attendance at the festival constitutes your willingness to be included in photographs and other media, which may be used for marketing purposes.**
- ❖ **All festival-goers, by way of attendance at The Carroll Community Festival, understand that, although both the Village of Carroll and Carroll Community Festival make every effort to ensure every person is able to enjoy a safe festival environment, situations may arise in which we demand that individuals exercise their best judgment in maintaining personal safety.**
- ❖ **The Carroll Community Festival retains the right to refuse entry, participation, and partnership to any person(s), at the sole discretion of its governing board.**

Signature indicates commitment to participate and agreement to event liability disclaimer, rules, regulations, and licensure/insurance requirements.

Vendor Signature: _____ Date: _____

Form Submission, Payment, Item due before/by Month Day:

☐

Completed and Signed Vendor Form - retain a copy for your records

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Payment in full - check payable to "Carroll Community Festival"

Please photocopy or screenshot this document for your future reference

Form/Payment Delivery Methods

Via USPS to: Carroll Community Festival
% Dawn Wyne
PO Box 435
Carroll, Oh 43112

Submission Instructions

Please do not email completed forms.

All forms must be printed and mailed along with payment to the address provided. Applications will not be accepted via email.