

Carroll Community Festival - Payment and application Due by 07/01/2026

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 include 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

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

Food VendorTrailer Space Request: _____

IMPORTANT! Electrical Access Notice for Food Vendors:

The Carroll Community Festival will provide **one 50-amp electrical hookup (4-wire plug, single phase, 120-240v)** per food vendor space. Also available is 120v receptacle (20 amp). Vendors must ensure their equipment is compatible with this power source. We ask that you provide at least 125 feet of power cord.

Arrival, Set-up, and Deliveries – Vendor Entrance Rear of Bessie Benson Park.

Set-up:

- Thursday, August 13th from 5:00-8:00pm with NO overnight security
- Friday August 14th between 10:00 am and 4:00 pm
- Supply deliveries (e.g., food vendors) permitted on Saturday before 9:00 am or after 12:00 pm (due to parade)

***Please select (circle) your preferred setup time.** You must arrive during your selected time window:

Thursday, August 13th from 5:00 PM – 8:00 PM – NO overnight security ~~OR~~

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 event concerts*

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

Unloading and Parking: Please arrive Bessie Benson Park (rear of park), check in with Vendor Coordinator, unload, then move vehicle to Canal Basin Park located behind Shirky's Pizza Zone. No parking in general event areas or business parking lots.

Vendor Contract and Rules/Regulations

Vendor Rules and Regulations:

- ❖ Must participate in the ENTIRE event, both event dates/times. No early tear-down before 8:00 pm Saturday.
- ❖ Food vendors must undergo mandatory health department inspection. No exceptions.
- ❖ 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 own equipment. This includes, but not limited to, canopies, tables, chairs, utensils, tents, lighting, hoses/connectors, extension cords, electrical supplies.
- ❖ Recommended: Sandbags for canopies due to inclement weather risk, as we are an outdoor event.
- ❖ Electrical 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 in area sewer drain only. Do not dispose in parks.
- ❖ **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, and other factors beyond control.
- ❖ Absolutely no moving of barricades and/or driving vehicles into the event area after 4:00 pm.
- ❖ 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 with Payment by July 1st:

Photocopy or screenshot this document for your future reference.

Form/Payment Delivery Methods

Mail to (USPS): Carroll Community Festival – c/o Dawn Wyne – PO Box 435 – Carroll OH – 43112
Or submit at Carroll Cup Coffee House / 75 E. Canal Street / Carroll