

MidFirst Ohio Challenge Food Vendor Rules & Regulations

1. All food vendors must have a valid CITY OF MIDDLETOWN HEALTH DEPARTMENT Permit/Certificate. Valid mobile license are acceptable. **You must apply for a temporary permit or provide a copy of a valid mobile license directly to the City of Middletown, Department of Health, in advance.** See Temporary Food License Information & Application and Health Department Guidelines for Temporary Food Service Operations documents, which are available at www.ohiochallenge.com. Contact Middletown City Health Department at 513-425-7853 or Fax mobile license to FAX 513-425-7852 no later than July 1st, 2010.
2. Vendors must comply with Middletown Fire Department regulations. Inspections will be made of all vendor facilities. See Fire Extinguisher Requirements (document available on event website).
3. Vendors must provide a valid certificate of Insurance, **naming The Ohio Challenge as an additional insured.** VENDORS WILL NOT BE ASSIGNED SPACE UNTIL "VALID" INSURANCE CERTIFICATE IS RECEIVED. *Please take care to ensure your policy period extends through the last day of the event. Failure to provide a valid Certificate of Insurance may delay acceptance of your application.*
4. COST: \$335 per site selling food items only, \$400 per site selling non- alcoholic beverages only, \$735 per site selling both food and non-alcoholic beverages. **Full payment must be received with application.**
5. FOOD VENDOR HOURS: 4:00pm to 10: 00pm Friday and 1:00pm to 10:00pm Saturday, rain or shine. A commitment to these hours is required. ***Please note required set-up time for inspections on Friday.**
6. CHECK IN & SET UP: Each vendor is responsible for supplying their own set-up equipment, setting it up, taking it down and cleaning up the same. All vendors are required to check in Friday (July 16th) near the 4-way stop located near the park entrance upon arrival at the festival site. Check in and set up is 8:00 am - Noon on Friday (July 16th). Booths must be set up by 1:00pm on Friday (July 16th). **Failure to check-in/set-up on time could result in refusal of entry with no refund.**
7. The Ohio Challenge committee will assign booth location. Once assigned, movement will not be permitted.
8. ELECTRICITY: 110V and 220V electrical hook-ups are available. It is the vendor's sole responsibility to connect to these hook-ups. Electrical needs must be furnished with application. Vendors shall supply all power cords, subject to Fire Marshal approval – maximum 200ft.
9. WATER: Water hook-ups are available. Vendors must supply proper sanitary water hose, connections and check valve.
10. VEHICLES: Each vendor will be given **two (2)** Vendor Parking Passes upon check-in to park a vehicle and supply trailer, if needed, in the assigned Vendor Parking area located at the festival site. **Additional General Area Parking Passes may be purchased in advance at a cost of \$8.00 each.**
11. VENDOR BOOTH RESTRICTIONS include, but may not be limited to: Vendors must sell goods only from their assigned concession area. No hawking or public address systems. Use of golf carts by vendors is strictly prohibited. Items to be sold must be listed on application. The Ohio Challenge committee reserves the right to request concession or menu changes. Accepted menu items will be confirmed with acceptance. You will only be permitted to sell confirmed items. While the committee will attempt to limit duplication of items by various vendors WE DO NOT GUARANTEE EXCLUSIVITY OF ANY FOOD OR BEVERAGE ITEM TO ANY VENDOR.
12. PETS: Pets, other than those assisting individuals with handicaps are prohibited.
13. REFUNDS: Refunds will not be returned for any reason after June 1st.
14. RETURNED CHECKS: A fee of twenty-five dollars (\$25.00) will be assessed for any returned checks. A certified check or money order in the amount of any returned check plus the \$25 fee will then be required for payment.

A photo of booth must be submitted with application.

Barrels for grease disposal will be provided on site and vendors ***must*** use them.

DUMPING OF GREASE ON THE GROUND OR IN TRASHCANS IS STRICTLY PROHIBITED!

ICE WILL BE AVAILABLE FOR PURCHASE ON-SITE.

LIABILITY: The City of Middletown, Ohio Challenge Balloon Festival Committee, it's sponsors and volunteers assume no liability for loss or damages to a vendor's wares or property occurring during the festival or resulting there from.