



# Columbus GospelFest

Concerned • Committed • Community

Post office Box 32318 Columbus, Ohio 43232

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## **Columbus GospelFest 2024 - Vendor/Merchant/Distributor Process/Requirements:**

*Application must be read entirely, completed, and signed by business or product owner only. By completing this application the signor agrees that he or she is the business or product owner as will be represented in the application and on site the day of the event.*

### **Licensing:**

Vendor is required to obtain and provide copies of all required city licenses to Columbus GospelFest. For temporary license contact the City of Columbus licensing division in advance of the event. The city *does not* issue temporary license at any event.

### **Insurance Acquisition:**

Vendors are required to have the proper insurance and bonding. The Columbus GospelFest/LCC should be named as an additional holder for the Columbus GospelFest on the insurance. Insurance is not required for non-food vendors.

### **Inspection Rules:**

Vendors must abide by all city rules and regulations as required by the City of Columbus health department and licensing department.

Vendors should be prepared for an inspection by the health/licensing department the day of the event. Failure to pass Vendor/Merchant/Distributor inspection will result in being dismissed from the event without refund of any fees paid.

### **Setup Procedure:**

- Vendors are to arrive for set up between 8am-9am
- NO vehicles will be permitted to drive on Washington Blvd after 9am for safety.
- Vendors are required to remain in their assigned area. Setting up or moving to setup in any area not designated by Columbus GospelFest will result in Vendor/Merchant/Distributor being dismissed from event without refund of any fees paid.
- **Vendors are allowed only one space per vendor application; no shared space, doubling-up space, or subletting space allowed.**

### **Vendor Operations:**

#### **All Vendors are required to:**

- Bring own equipment and materials necessary for protection from weather elements like wind and rain.
- Bring a tent, table, and necessary chairs for booth. These items will NOT be provided. If you require a table and chairs you can rent them for an additional \$50 on our website.
- Stay away from and/off any grassy areas.
- Not deviate from the products/services specified on the Columbus GospelFest Vendor/Merchant/Distributor form. Sell only what has been approved for the event.
- Keep Vendor/Merchant/Distributor area clean.
- Not dump any waste onto the grass or street.
- Remove trash upon departure.
- Have Vendor/Merchant/Distributor area inspected for cleanliness and safety prior to departure

- Conduct business and self in a professional manner. No foul language, smoking or alcohol permitted.
- Pay for any cleaning or repair costs associated with vendor's area.

**Vendor/Merchant/Distributors serving food/cooking/preparing foods (i.e. ribs, chicken, fries, fish etc) are required to:**

- Obtain vending information from the City of Columbus health department for city health guidelines.
- Provide their own electricity, water and heating pursuant to city code.
- Remove all cooking charcoals, trash & oils etc. upon departure.
- Clean up all grease spills etc. For any grease on the street/grass, etc. left by Vendor/Merchant/Distributor, the Vendor/Merchant/Distributor will be assessed the street cleaning/repair charges.
- Not deviate from the primary food item specified on the Columbus GospelFest
- Vendor/Merchant/Distributor form. Sell only what has been approved as menu for the event.

**Failure of Vendor/Merchant/Distributors to adhere to government, organization, and street rules will be dismissed from event without refund and responsible for any associated costs including but not limited to cleaning/replacement charges.**

**Food, Non-Food, and Not-for-Profit Vendors Fees:**

Food Vendor/Truck Fee	\$300.00
Non-Food Merchants	\$200.00
Not-for-Profit Organizations	\$100.00
Table and Chair Rental	\$50.00
Late Fee	\$25.00

**Payment:**

**After Approval Vendors are required to pay in full no later than the specified date below:  
Payment is due Wednesday, May 1, 2024**

If payment is not received before the stated date without advance notice will result in the loss of the held spot. If there is advance notice of the potential to miss the deadline the vendor will incur a \$25 late fee in addition to the above stated fees to hold their vendor spot.

Preferred payment/submission method: Pay via our website [columbusgospelfest.org](http://columbusgospelfest.org)

**A paypal account is not required to complete payment**

Required Documents:

- Completed Application
- Copy of vendors license
- Copy of insurance, if applicable
- Copy of menu, if applicable
- Documentation of most recent health inspection, if applicable
- Business Logo

OR

Make checks or money orders payable to: **Columbus GospelFest /LCC**

Mail application along with payment to: **Post Office Box 32318 Columbus, Ohio 43224**

Payment must accompany application forms. Third party checks are unacceptable.

**DO not pay fees until AFTER you have received notice that your application has been approved. You will be notified by email.**

#### **Teardown:**

Vendors should **shut down at 7:30 pm** the day of Columbus GospelFest and should be ready to **leave the park at 8:30pm.**

#### **Other:**

Columbus GospelFest reserves the right to deny any Vendor/Merchant/Distributor application or remove any Vendor/Merchant/Distributor from the event.

**Vendors must attend vendor meeting to complete application process.**

**The event will happen rain or shine.**

- **Should the event be postponed, Vendor/Merchant/Distributors will be notified and given opportunity to setup on new date if new date is possible; if setting up on new date is impossible for GospelFest or Vendor/Merchant/Distributor then Vendor/Merchant/Distributor will be given full refund within 90 days of set event date.**
- **Should the event be canceled, Vendor/Merchant/Distributors will be notified and full refunds given within 90 days of set event date.**
- **If Vendor/Merchant/Distributor cancels, is found to be out of compliance with any City, State, Federal, or Columbus GospelFest policies, rules or regulations or does not show up by scheduled setup time for the event any payment will be forfeited and treated as a donation to Columbus GospelFest.**
- **Columbus GospelFest is not responsible for loss revenue, damaged goods, stolen property, or failed sales of any Vendor/Merchant/Distributors.**

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**A mandatory vendors meeting will be held, details below, a representative from your business must be present at the meeting. During this time vendors will receive their assigned spot and parking information for the event.**

#### **Vendors Meeting**

**Sunday June 9<sup>th</sup>,2024 at 2pm**

**2244 South Hamilton Road, Suite 201, Columbus, Ohio 43232**

**Vendor Information:**

Full Business name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Contact: \_\_\_\_\_

Food Truck, Merchant Vendor or Non Profit: \_\_\_\_\_

Items to be sold at the event: \_\_\_\_\_

When submitting this form please attach all required documents if applicable. See above sections for required documents.

I/we have read and understand the above requirements for our participation and signify that we meet and will abide by these guidelines by signing below.

Full Business name (Please Print Legibly): \_\_\_\_\_

Full Owner(s) name (Please Print Legibly): \_\_\_\_\_

Signature(s): \_\_\_\_\_ Date \_\_\_\_\_

*Your support helps make GospelFest a success! Thank you for your support!*  
**Columbus GospelFest Vendor Coordinator Contact Info: [columbusGospelFest@gmail.com](mailto:columbusGospelFest@gmail.com)**