



Ossian Days, INC.

Booth Rental Agreement Ossian Days Festival

This agreement is between the vendor, hereinafter referred to as “Vendor” and Ossian Days Inc., hereby and throughout referred to as the “Committee”.

The Vendor desiring to rent booth space from the Committee for exhibition purposes during Ossian Days Festival 2018 herein agrees to the following:

1. The Committee rents to the Vendor booth space for the purpose of exhibiting and selling vendor’s products and wares, including food, at Ossian Days on September 13, 14 & 15, 2018. Festival check in & set-up hours begin on Thursday at 9am until 2pm; all vehicles **MUST** be out of the midway by 2pm. Festival Hours are: Thurs: 2pm until 10pm, Friday: 9am until 10pm and Saturday: 9am until 10pm. Loading and unloading products to your booth that require using a vehicle **MUST** take place before festival hours. **NO** vehicles will be allowed within the midway area (except for emergency vehicles) during festival hours.
2. **Ossian Days is family orientated, therefore, the Committee allows no suggestive or “X-Rated” materials to be displayed, sold or given away!** No live animals may be given away or sold (exception – gold fish). No throwing stars, hard nunchucks, guns, knives or similar items may be shown, sold, or given away. All items, including food items and/or services shall be subject to the approval of the Committee.
3. The above-described space to be rented to the Vendor by the Committee is ground space along the curbs of Jefferson Street are rented by the foot and may not exceed seven (7) feet projection out into the street from the curb edge. **The Committee shall make all decisions concerning placement of all Vendor exhibitions and its decision is final.**
4. The Vendor will pay the committee for the space herein contracted the sum set forth in attached cover letter, which shall be **PAID** in full by July 29th and you **MUST** include a proof of Liability Insurance naming Ossian Days, Inc. as a certificate holder. In the event no payment or proof of insurance is received by July 29th, the space will not be secured until certificate is received. Any incomplete agreements will be returned.
5. The Vendor shall use the space for the purposes in accord with the general rules and regulations of Ossian Days, Inc. the Wells County and State Board of Health, and the laws of the State of Indiana, which are incorporated herein by reference.
6. Vendor agrees to set up exhibits and the sale of any merchandise or food no earlier than 9:00am and shall have all supplies and belongings including all refuse and any other materials removed from the rented space no later than Midnight on Saturday. **All trash from your booth should be taken to the trash container behind the old Brew Ha building at the south end of the midway. We do not take care of fryer oil. There is an oil can, it is located behind Nel’s for you to use.**

Ossian Days, INC.

7. The Committee prohibits, and the Vendor agrees to refrain from the operation of a motorized vehicle (except Police, Fire, EMS and/or Street Vehicles and the authorized parade vehicles) within the grounds associated with Ossian Days during the festival hours of: Thurs 2pm until 10pm, Friday 9am until 10pm and Saturday 9am until 10pm. The Committee has the sole authority to permit the use of motorized vehicles earlier than 11:00pm each day. Golf carts are required to have a special permit which can be obtained at the Ossian Police Dept., see a committee member for more information.
8. This contract for exhibition space and privileges granted herein or any part therefore cannot be assigned, sublet or otherwise disposed of by the Vendor without the written consent of the Committee. Vendors indemnifies and holds harmless the Ossian Days, Inc. including their officers, agents, and representatives from all claims, demands, losses, damage or expense, including those personal or bodily injuries or property damages arising out of or in connection with the use of the rental space by Vendor. **The Vendor shall present the committee with a copy of the Vendor's Insurance Policy, to prove liability coverage, with the signed copy of the contract by July 29th, 2018. ALL food vendors' MUST provide the Committee with a copy of their food permit at the time of setup.**
9. Food permits can be obtained from the Wells County Health Department. (260-824-6492) Health Department business hours are Monday-Friday, 8am-12pm, & 1pm-4:30pm. All food Vendors must submit their application and the appropriate fees in order to obtain their permit at the health department. Permits must be posted visibly in their window before they set up and open for business.
10. All Vendors' must check in with the Committee upon arrival and before they begin set-up. **No food vendor will be allowed to set up without proper food permits!**
11. **THE DECISION OF THE COMMITTEE IS FINAL. ANY VENDOR NOT FOLLOWING THE SET RULES AND REGULATIONS OF THIS CONTRACT WILL BE REMOVED FROM THE RENTAL SPACE WITHOUT A REFUND. THERE WILL BE NO REFUNDS ON RENTAL SPACE AFTER CONTRACT IS SIGNED.**

Upon signing this agreement the vendor agrees to abide by all rules of this agreement.

Signature of Vendor: _____

Date: _____

Please return this page of the agreement with your payment.

**SPACES ARE LIMITED!
ALL SPACES ARE ON A FIRST COME FIRST SERVE BASIS.....**

Ossian Days, INC.

Booth Rental Agreement:

Vendor Signature: _____

Person Responsible for this Agreement & Booth

THE BELOW INFORMATION IS MANDATORY

Person in Charge at Booth: _____

Address: _____

Phone: _____ Cell: _____

Email: _____

Product description: _____

Booth space: \$10.00 per foot for profit organizations
\$6.00 per foot for not for profit organizations
220v hook-up 110v hook-up
\$40.00 for profit organizations \$25.00 for profit organizations

All NFP's charge is \$20.00 regardless 110v or 220v
This fee covers electric as well as water and trash services.

Charges:

Length = Total length (trailer is 23' long + tongue is 3'=26' of space)
= or (If a walk way is needed around your booth, please add footage)

Feet of booth space needed	Profit	_____ X \$10.00	\$ _____
	Not-for-Profit	_____ X \$ 6.00	\$ _____
Electric needed	Profit 220 volt	= \$40.00	\$ _____
	Profit 110 volt	= \$25.00	\$ _____
Please circle one...	NFP 110 or 220	= \$20.00	\$ _____
Please circle one...	Water hook-up	yes or no	
	Total Due =	\$ _____	

Note: Maximum load per plug is now 30 amp. Water hose, adapters & extension cords are no longer provided! You must supply your own.

Please pay the above total and return this page only (signed at the top) along with your check before July 29th. After the deadline date, the space above may not be available. Make sure your address states

“Attention Ossian Days Committee”