

**2024 Logan Washboard Arts & Music Festival
June 13-15, 2024**

FOOD VENDOR INFORMATION AND APPLICATION - 2024

Date of Festival is June 13-15, 2024.

Included with this document are vendor requirements and an application for participating in the 2024 Logan Washboard Arts & Music Festival. The Washboard Arts & Music Festival Board will issue acceptance or decline via email based on the information submitted. Applications must be submitted via email or mail and applications that are incomplete will not be considered. To make sure we obtain quality vendors for our fest, we ask that you list festivals you participate in within a calendar year for references.

Festival Names: _____

A limited number of each type of vendor will be accepted to each event to cut down on competing vendors. Vendors will be selected based on several items, including experience, festival references, items, and equipment.

Vendors are expected to comply with all rules and regulations of the Logan Police Department, Logan Fire Department, Hocking County Health Department and other governing authorities' rules and regulations that might apply. Vendors will also comply with instructions given by the Festival Board.

Required Vendor Hours:
• Thursday, June 13 – 5:00 to 9:00 p.m.
• Friday, June 14 – 12:00 to 9:00 p.m.
• Saturday, June 15—12:00 to 9:00 p.m.
Cost:
• 1 Space—not to exceed 30 ft. —\$350 to \$450
• Each additional foot needed—\$15
• Vendor must provide their own tent/tables

Vendor Guidelines

- There will be no shade/sun protection, but you may bring your own tent. However, no staking is allowed as this festival takes place in the street. We suggest bringing weighted objects to hold your tent down.
- Vendors must provide their own tables, chairs, tents, extension cords (min. of 100ft), hand trucks and any other items required to do business during the event.
- All vendors may sell any variety of refreshments, except water. All bottled water must be purchased from the Washboard Fest. Any vendor found to be in violation of this policy will not be invited to return to future festivals.
- Electricity will be limited to 20 amps (120v or 220v) per vendor at a cost of \$50. Additional electricity may be available to purchase prior to the event (please see rate structure below). Electrical needs beyond 20 amps must be discussed with the food vendor coordinator prior to execution of this application.
- Vendors must discard their own trash during and after the event. Failure to comply will result in exclusion from future events.
- Exhibitors must have someone working their booth during all vendor hours.
- This is a non-refundable, rain or shine event.

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Setup

- 8:00 a.m. to 4:00 p.m. on Thursday, June 13.
- All trailers and booths must be ready for business (set up and inspected) on June 13th by 4:00 p.m.

Tear-Down

- Vendors may start to pack up after 9:00 p.m. closing on Saturday night.
- NO vehicles will be permitted on the streets near the main stage until the music stage closes at 11:00 p.m. This will be strictly enforced.
- All booths and trailers are to be removed by Sunday, June 16, 2024 at 8:00 a.m., unless other arrangements have been made with the Fest Committee.

Vendor Parking

Vehicles and supply trailers must be removed from your space during fest hours. If you have a large truck and/or cargo trailer combination, please contact us prior to the festival to arrange a specific time for setup. Absolutely no trailers or vendor vehicles may be parked on Spring Street between Main Street and 2nd Street.

****This contract is not transferable. If you would like to participate in the 2024 Washboard Fest, you will be required to resubmit a new application.**

Hocking County Tax rate for 2024 is 7.25%. (Tax not required in payment for space at the Fest.)

Payment and Mailing Information

This application may be returned via US Mail or via E-Mail to Washboardfestival@gmail.com.

Payment may be made by check or by electronic transfer (credit/debit/ACH).

If paying by electronic transfer, please check the “Invoice for Electronic Transfer” box on the application and the Festival will invoice you through QuickBooks via email, where payment can be made directly.

Please mail your completed application with a check made payable to:

Logan Washboard Arts & Music Festival
Attention: Food
PO Box 1060
Logan, OH 43138

Lodging and camping are available at www.explorehockinghills.com

For more information, please email washboardfestival@gmail.com.

Additional applications may be downloaded from our website at washboardfest.org.

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FOOD VENDOR APPLICATION – 2024

Fest Use Only: Check # _____ Date Recorded _____ Space(s) # _____

DEADLINE FOR FOOD VENDOR APPLICATION AND PAYMENT IS MAY 15, 2024

CONTACT NAME _____

BUSINESS NAME _____

STREET ADDRESS _____

CITY _____ STATE _____ ZIP _____ COUNTY _____

Cell Phone _____ Home/Business Phone (if different) _____

Email _____ Website _____

Please list food you will be selling below:

Please circle the appropriate fee and fill in amount below:

Washboard Festival June 13-15, 2024	Hocking County-Licensed Vendor	Non-Hocking County Licensed Vendor
Food Truck (10' x 20' Space)	\$375	\$450
Non-Truck Vendor (10' x 10' Space)	\$350	\$400

Cost of Space: \$ _____ Additional Footage: \$15 per foot x _____ feet = \$ _____

Cost of Electric Above 20 amps: 30 amps 220v = \$75.00, 50 amps 220v = \$100

Please Specify: Amps _____ Volts: _____

Total Cost: Cost of Space \$ _____ + Cost of Electric \$ _____ = \$ _____

I assume all liability or loss or injury to persons in my rented space due to my own negligence or carelessness. I assume responsibility for all items at my booth. I will hold harmless the Washboard Fest for any loss, personal injury or damage to my property.

I have read the 2024 Washboard Festival Booth Guidelines stated in this document. I understand them and agree to operate my booth in accordance with them at all times. I agree that once I am selected to participate in the Fest, my entry fee is non-refundable.

PRINT NAME: _____ DATE: _____

SIGNATURE: _____ Payment Enclosed: _____

Invoice for Electronic Transfer

Check is Enclosed. Check # _____