



# VILLAGE OF MORROW

WARREN COUNTY, OHIO

150 East Pike Street, Morrow, Ohio 45152

Telephone: 513.899.2821 Facsimile: 513.899.3170

www.vil.morrow.oh.us

## Parks & Recreation Board

Erica Levine, Chairwoman

Ralph Blanton, Member

David Ducker, Member

Helen Ducker, Member

John Poe, Member

Staff Liaison: Rod Smith, Village Administrator

## PARKS & RECREATION BOARD

### 2015 CHRISTMAS ON MAIN BOOTH RENTAL AGREEMENT

CHECK ONE:

☐ BUSINESS

☐ NON-PROFIT

Thank you for your interest in the 2015 Christmas on Main event! *Agreement and booth rental fee must be received by Friday, November 13, 2013.* For more information, please contact the Village of Morrow at 513.899.2821 or [parks@vil.morrow.oh.us](mailto:parks@vil.morrow.oh.us).

#### Vendor Booth Rental Includes:

- One 10' x 10' booth space (a 10' x 20' booth space is available for an additional fee)
- Basic electric – one 110 V outlet (additional electric available – fee based on your needs)

Name of Business or Nonprofit Organization (hereinafter referred to as "Vendor"):

\_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Daytime: \_\_\_\_\_ Evening: \_\_\_\_\_ Cell: \_\_\_\_\_

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

Purpose of vendor's booth: \_\_\_\_\_

\_\_\_\_\_

Do you need public access into booth? Yes: \_\_\_\_\_ No: \_\_\_\_\_

Booth Size needed? 10' x 10': \_\_\_\_\_ 10' x 20': \_\_\_\_\_

Approval requested for distribution of the following: \_\_\_\_\_

\_\_\_\_\_

(include sample of any marketing materials - products, literature, sampling, or coupons). **Vendor may not distribute or sell any items from the booth or at the event venue without prior approval from the Village of Morrow Parks & Recreation Board.**

**Vendor must provide:**

- Own booth, tables, chairs, canopy, signage and/or banner, outdoor UA Approved, extension cords
- Adequate personnel to staff the booth during event hours
- Materials, goods, and supplies necessary to effect the purpose for which the booth was rented

**Setup/take down:** Vendor must have booth set up, organized, and ready for operation by 3:30 pm on event day (Saturday, November 28, 2015). Unless prior arrangements are made, booth must remain open until 8:00 pm. Vendor must dismantle booth contents within two hours of the closing of the event unless prior arrangements have been made with event staff.

**Security:** The Morrow Police Department will provide general security for the event premises. Although overnight security is provided for the entire venue, each vendor is solely responsible for security of individual items. Vendor is encouraged to remove any items of value when vendor staff is not present. During the hours event is open to the public, the vendor is responsible for security in the immediate area occupied by the booth and inside the booth itself.

**Garbage Collection:** The Village of Morrow will provide garbage pickup during and at the close of the event. Vendor must keep the area inside and in the immediate vicinity of the booth free from garbage and litter during the hours the event is open to the public.

**Indemnification:** For the purpose of participating in Christmas on Main, vendor hereby and forever discharges the Village of Morrow and its respective boards, trustees, employees, agents, attorneys, and assigns from all actions, suits, debts, claims and demands of any kind, for any injuries sustained by vendor or for any losses or property damage which may occur arising out of participation in the event. This indemnification clause specifically includes the payment of attorney's fees and/or legal expenses necessarily incurred to defend any and all claims made.

**Legal compliance:** Vendor agrees to abide by all event rules and local, state, and federal laws applicable to the rental of the booth and the activities emanating there from including, but not limited to, health, worker's compensation, discrimination, and licensing laws.

**Choice of law:** This agreement is governed by the laws of the State of Ohio. Any legal action brought under said agreement shall be brought in the appropriate courts of the State of Ohio, County of Warren.

**Authority to bind organization:** Vendor confirms and warrants that the representative executing this Application and Agreement on behalf of vendor has full authority to do so. The term Vendor includes the Organization listed above, its members, agents, assigns, and those persons assisting the Vendor in its efforts and performing its duties hereunder. No Third Party Vendors permitted to share your booth.

\_\_\_\_\_  
Signature of Authorized Vendor Representative

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

**Booth Fee:** 10 x 10 - \$10.00: \_\_\_\_\_ 10 x 20 - \$20.00: \_\_\_\_\_ Electricity Required - \$5.00: \_\_\_\_\_

**Payment Information:**

Send, deliver or fax application and documentation to:

Morrow Parks & Recreation Board  
Attn: Christmas on Main  
150 East Pike Street  
Morrow, Ohio 45152  
Fax: 513.899.3170

Make check payable to: "Village of Morrow"

To pay by VISA or MASTERCARD include:

Type (circle one): Visa or Mastercard

Name on Card: \_\_\_\_\_

Card No.: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Amount Paid: \_\_\_\_\_

Signature: \_\_\_\_\_