

## LADD Fitfest 2017 Vendor Application

*\*Deadline to apply is Friday, September 8, 2017 at 3 p.m. EST.*

### Overview

Thank you for your interest in vending at the LADD Fitfest in 2017. We are excited to bring Fitfest to Cincinnati's Otto Armleder Memorial Park & Recreation Complex on September 30, 2017. Otto Armleder will be transformed into an awesome health & wellness experience. We are recruiting and searching for the most respected and admired vendors the city and region has to offer. This is your chance to put your product, service or message in front of a large crowd each day. Participating vendors also have the added value of awareness through the LADD web site and promotional activities. We'll only be successful if you are successful! We have put together some general vendor information for you to review before submitting the online application.

### Event Dates and Times

Saturday, September 30, 2017 from 11:00 a.m. to 5:00 p.m.

### Application Timeline

***Application Deadline:*** Friday September 8, 2017 at 3 p.m. EST

***Vendor Notifications:*** Within 48-72 hours of receiving each vendor application. All vendors will be notified of their status no later than Monday, September 18, 2017.

***Booth Fees and Completed Paperwork:*** 3-5 business days after being notified.

***Assigned Booth and Load-In Time:*** No later than Friday, September 22, 2017

***Load-In:*** You will be assigned a time of 8:30am, 9:15am or 10:00am on Saturday, September 30, 2017

***Load-Out:*** Per assigned time on Saturday, September 30, 2017. Must be out by 7 p.m. Saturday, September 30, 2017.

## Paperwork Checklist

Required items will include:

- ✓ Signed contract and payment-in-full
- ✓ Certificate of Insurance and/ or LADD Hold Harmless Agreement
- ✓ Power requirements and additional requests
- ✓ If you are a food vendor or food truck owner you will need a temporary food permit from the Cincinnati Health Department and fulfill the necessary requirements for operating a temporary food set up

## Insurance

Each vendor will be required to carry Commercial Liability Insurance provided by a Primary Commercial Liability or in combination with a Commercial Umbrella Liability policy in the minimum amount of \$1,000,000 for Bodily Injury or Property Damage Liability Combined. The following must be named additionally insureds (excluding Workers' Compensation): Living Arrangements for the Developmentally Disabled, Special Olympics Hamilton County, The City of Cincinnati, Cincinnati Recreation Commission, Cincinnati Park Board, and Great Parks of Hamilton County. All insurance policies must include a "Waiver of Subrogation" endorsement in favor of all additional insured listed above. A copy of this policy must be submitted to LADD before the event starts.

\*In the event that the vendor can not provide the necessary insurance requirements to LADD for the event, vendor **must fill out and sign** LADD's Hold Harmless Agreement provided.

## Eco-Friendly

Vendors will be required to adhere to the following regulations. During the event, each booth will be monitored for compliance.

- Plastic bags to a minimum and Styrofoam is prohibited.
- Serving containers and paper napkins must be compostable.
- Cups must be #1 recyclable or compostable.
- Focus on finger foods so cutlery is not needed. If you do use cutlery, it must be eco-friendly.
- Avoid condiments in packets and use squeezable bottles or 'pumps'.
- Vendors must use non-toxic cleansers.
- We strongly encourage sourcing all supplies and food **LOCALLY**.
- Finally, please break down cardboard boxes and leave behind your booth so we can recycle.

## Additional Rules and Regulations

- LADD Fittest is a rain or shine event and booth fees are not refundable.
- You must secure a proper health permit from the Cincinnati Health Department. **Begin this process no later than 15- 30-days before the event.** Vendors are responsible for

health department approved flooring if applicable. If you fail to do so and you are not allowed to vend, you will not receive a refund.

- You must secure a permit from the Cincinnati Fire Department if cooking at the event site and not contained inside a food truck. **Begin this process no later than 15-30-days before the festival.** If you fail to do so and you are not allowed to vend, you will not receive a refund.
- Booth space may not be subleased or combined with a business other than the company doing-business-as (DBA) named on the application and contract. This includes other operating business owned under the same corporation operating under a different DBA. If you wish to share a space an additional vendor fee is required
- Vendors are responsible for breaking down clean cardboard boxes and stacking them behind their booth for removal.
- No motorized vehicles are permitted during event hours. We recommend using dollies, carts, etc.

## Product Guidelines and Limitations

- Vendors can only sell what has been approved and agreed to contractually between LADD and contractor. If there is an item that we cannot permit, we will notify you before you sign the contract and pay your fees.
- Vendors **may not sell beverages without the permission of LADD** (e.g., water, soda, etc.). If approved to sell non-alcoholic, fresh coffee, tea, juices, smoothies, etc., beverages must be served in a cup.
- Drug paraphernalia, tobacco products, weapons or studded jewelry of any kind is also prohibited.

## Food Vendors

- Vendors will be allowed to offer 3-5 individually priced and unique items. Food items should allow for quick preparation in order to accommodate the crowds. This event's goal is great food and service at a reasonable price.
- Tarps or rubber matting must be placed under all food booths. In addition, Tarps or rubber matting must be placed under all grills, cooking equipment and grease/gray water containers.
- Vendors are responsible for transporting and disposal of grease, coals, and grey water to a pre-determined disposal site.
- Cleaning of cooking equipment is to be done off site.
- Cooking vendors must provide their own fire extinguisher approved by the Fire Department.

## Space Types, Sizes, and Fees

### Non-Food

- 10'x10' space + up to 2 workers: \$100 (for profit business)
- 10'x10' space + up to 2 workers: \$25 (for non-profit business)

### Food

- 10'x10' Space or Cart + up to 2 workers: \$150
  - 10'x20' Space or Food Truck + up to 4 workers: \$300
- ✓ Fee includes designated space, one (1) 110V 20-amp circuit (additional power is an additional fee) and garbage receptacle. As stated earlier, the festival will assign booth locations.
  - ✓ Vendors must bring their own 10'x10' pop up tent, 6'-8' foot table and chairs unless otherwise arranged with LADD to provide.
  - ✓ There will be a load-in area that can be used to bring in product in and out that day.
  - ✓ Please note that mobile trucks cannot leave event ground until load-out on Saturday evening unless arranged prior to event.

### Booth Signage

- In order to keep the LADD Fitfest brand consistent, and avoid clutter booth signage is confined to the front of your booth table, the back of the booth, or you may bring a branded tent.

### Booth Support

- Fitfest will sell soda, water, and ice throughout the day. Please let us know in advance if you need any of these services.

