



February 1, 2018

Greetings Vendor,

On behalf of the City of Dayton, I would like to thank you for considering participating in the 2018 Summer Music Series. Please be sure to read the entire packet as it has new information. All vendor applications must be paid with money orders and you must provide a list of the items you will be selling and their prices. This information can be grouped in categories. ***Failure to provide a list of items will result in your application being deemed incomplete and unacceptable.*** Selling of illegal/unauthorized merchandise will be grounds for immediate dismissal and forfeiture of vendor fees. ***We will begin accepting applications for the 2018 Summer Music Series on Monday, February 12, 2018.***

If you have any questions, please feel free to contact me by phone at 937-333-3393, or via email at Lamonte.Hall@daytonohio.gov. I look forward to working with you in 2018.

Thank you,

A handwritten signature in cursive script, appearing to read "Lamonte Hall, Jr.".

Lamonte Hall, Jr.
Recreation Program Coordinator
City of Dayton – Department of Recreation and Youth Services



Welcome,

The City of Dayton is excited to have you participate in the Summer Music Series at **RiverScape MetroPark!** We have prepared the following information to ensure we all have a successful event. If you have any questions, please do not hesitate to ask.

Summer Music Series Vendor Information

Event	Jazz Festival	Blues Festival	Reggae Festival
Date	06/10/18	07/15/18	09/02/18
Time	1pm-9pm	1pm-9pm	1pm -8pm
Set-Up	9am – 10:45am	9am – 10:45am	9am – 10:45am
Sales	1pm-8:30pm	1pm-8:30pm	1pm-7:30pm

Hours

- **Set Up** – All vendors *must* be set up by the vendor set-up times indicated above – no exceptions. If selected as a vendor, you will be given a specific arrival time and instructions. Failure to arrive during the designated set-up time may result in termination of your contract with immediate revocation of your access to the event. There will be no refunds for vendors who are not able to participate.
- **Shut Down** - You are expected to shut down at the scheduled time, even if you have a line. This helps the crowd to move off the festival site in a timely manner, allowing for clean-up activities to occur as scheduled. A delay in shut down causes a trickle-down effect, which results in additional labor cost that are not in the budget, i.e., Law Enforcement, Maintenance Staff, etc.



Dear Prospective Merchandise Vendor:

Attached, you will find the vendor provisions and application forms. You *must apply in advance* to be considered as a vendor for the festival. All completed applications will be considered. The vendor fee is **\$90.00 per festival**. **There will be a \$60 discount for those who opt to participate in all three festivals and submit their completed application and fee of \$210.00 by May 31, 2018.** *Checks will not be accepted!* You will receive a receipt upon submittal of your application.

All applications and general provisions must be received at the Recreation and Youth Services Office by 12:00 noon on the deadline dates indicated below:

Event Name	Event Date	Application Deadline
Dayton Jazz Festival	Sunday, June 10, 2018	Thursday, May 31, 2018
Dayton Blues Festival	Sunday, July 15, 2018	Thursday, July 5, 2018
Dayton Reggae Festival	Sunday, September 2, 2018	Thursday, August 23, 2018

Space is limited; therefore, applications will be accepted according to the following criteria:

- Local (Dayton) vendors will have preference;
- Festival Specific (ex. Carribean and craft vendors for Reggae Fest);
- Past vendor performance; and
- Completed application.

In the event of product duplication, the date of receipt of application and payment will be taken into consideration.

***Applications and payments WILL NOT be accepted after the deadlines listed above. NO CHECKS will be accepted!**

When submitting application materials, please make *money orders* payable to **Downtown Dayton Partnership**, noting in the memo section which event(s) you are participating in, and attach it with your application.

Application materials and payment may be mailed to the following address:

**City of Dayton
Attn: COD – Summer Music Series
101 W. Third St., RYS Mezzanine
Dayton, Ohio 45402**

If you have any questions, please call 937-333-8400. I look forward to working with you in making the 2018 Summer Music Series a success this year.

Sincerely,



Lamonte Hall, Jr.
Recreation Program Coordinator
City of Dayton - Department of Recreation and Youth Services

Enclosures:

Application and General Conditions & Provisions

2018 City of Dayton Merchandise Vendor General Conditions & Provisions Form

Please check the event(s) for which you are applying:

Check Here	Event	Event Date
<input type="checkbox"/>	Dayton Jazz Festival	Sunday, June 10, 2018
<input type="checkbox"/>	Dayton Blues Festival	Sunday, July 15, 2018
<input type="checkbox"/>	Dayton Reggae Festival	Sunday, Sept. 2, 2018

The 2018 Summer Music Series will be held at Riverscape Metro Park in Downtown Dayton, Ohio located at 237 E. Monument Ave. By submitting the Food Vendor Application, you agree to abide by the following conditions and provisions.

GENERAL CONDITIONS AND PROVISIONS ARE AS FOLLOWS:

1. Completed and signed applications, general provisions and fees must be returned to the City of Dayton, Attn: COD Summer Music Series, 101 W. Third St., RYS Mezzanine Level, Dayton, Ohio 45402 no later than the designated deadline by 12:00 noon. Make money orders payable to: **Downtown Dayton Partnership**.
2. All City of Dayton Fire Department regulations must be adhered to regarding transportation, set-up, use of, and tear-down of all materials, supplies and equipment needed. According to the Ohio State Fire Marshall's Code, vendors may not have open flames such as gas or propane under a tent cover.
3. All vendors will be assigned a rental space in the merchandise court. Spaces will be assigned by the City of Dayton Music Series Committee. All vendors are allotted a **10'x10'** space. Any space needed greater than this allotment will require the vendor to apply for and be charged for the additional rental spaces.
4. Set-up, including all needed equipment and booths, is the vendor's responsibility. If tents are used, they must be free-standing. All equipment must not exceed rented space.
5. **No electricity** is provided for merchandise vendors. Any merchandise vendor that is found tapping into any electricity will be asked to leave the festival, forfeit vendor fees, and will not be allowed to participate in future festivals.
6. **Set-up times for vendors will be 9:00 am – 10:45 am on the date of the event.** All vehicles must be removed from the festival area by 8:30 am. Additional vehicles will not be permitted in the festival area for re-supply purposes.
7. **For safety reasons, at the end of the event no vendor will be permitted to leave (drive into our out of) festival area until give the "All Clear by Police to do so. Vendors violating this policy will be suspended from all future sales.**
8. All vendors must be **ready for mandatory vendor meeting by 11:00 am and ready to operate by 12:30 p.m. on the date of the event and must start clean up at 8:30 pm for the Jazz and Blues Festivals and 7:30 pm for the Reggae Festival.**
9. Vendors are not permitted to have amplified sound (ex. loud speaker, radio, DJ equipment, etc.). This conflicts with the sound of the festival and vendors will be asked to leave the festival, forfeit vendor fees and will not be allowed to participate in future festivals.
10. Vendor Signage must be professional, visible, and easy to read.

11. No political promotions, fund-raising, raffles or games are permitted
- 12. No alcoholic beverages of any kind are permitted.**
- 13. Vendors are not permitted to sell edible products.**
14. Vendors may not have any pets, other than guide/assistance dogs on the Festival site
15. Vendors are not permitted to sell products not listed on their applications, or not pre-approved in writing by Recreation Program Coordinator. At the Festival, ***you must*** sell your items for the prices listed on your application.
16. Vendors will furnish and pay for any tax or license that may be required.
17. The festival planning committee reserves the right to be the sole judge of the suitability of any items being offered for sale. Any decision made by the planning committee shall be final.
- 18. Vendors are responsible for proper care of and disposal of trash created by the storage, preparation, and selling of products, and complete cleanup of their rented space.** Waste containers will be made available for regular trash and recycling materials, including cardboard. **Failure to clean your entire vendor space will result in the loss of future festival privileges hosted by the City of Dayton.**
19. Any vendor violating the conditions and provisions outlined herein will be asked to leave the event area and the vendor fee will be forfeited.
20. In the event that the **festival planning committee** cancels this event due to inclement weather or other local emergencies, the following provisions will apply:
 - a. Cancellation is made prior to day of event; vendors will receive a full refund.
 - b. Cancellation is made the day of the event and vendor has set-up and been operating for at least 4 hours; vendors will receive a 50% refund. Delays do not constitute a cancellation and no refund will be made.
 - c. A Refund Request Form must be submitted to receive a refund.
21. If the vendor cancels for any reason, no refund will be provided.

By signing this application form, you agree to abide by the provisions provided herein.

Print Name _____ Company _____

Signature _____ Date _____



2018 City of Dayton Merchandise Vendor Application Form



MAIL FORM TO:

City of Dayton
Attn: COD Summer Music Series
101 W. Third Street, Mezzanine RYS Office
Dayton, Ohio 45402

Applicant Information

Name: _____ Organization: _____

Address: _____ City/State: _____ Zip: _____

Day Phone: _____ Evening Phone: _____ Fax: _____

Email Address: _____

Event Information

Please check the event for which you are applying;

- Jazz Festival Blues Festival Reggae Festival

Please list all equipment you will bring to place in your assigned space:

Vendor Booth Information - \$90 per 10'x 10' space. All money orders must be made out to:
Downtown Dayton Partnership.

Number of Spaces Requested: _____ Total Cost: _____ Yes, items & price list attached _____

Applicant hereby agrees to be responsible for repairing any damage / loss to the park or equipment which may arise from the above mentioned event. Applicant agrees to hold the City of Dayton, Ohio and the Downtown Dayton Partnership free and clear from any and all liabilities, whether to person or property, as the result of negligence on the part of said individual or organization, or the acts of any of its employees, agents, or anyone visiting the event. Applicant further agrees to adhere to all park rules which have been adopted by the City of Dayton, Ohio.

Applicant's Signature: _____

Date: _____



APPLICATION PACKET CHECKLIST

Please make sure that all of the following have been completed and enclosed for each event for which you are applying:

- 1. Application Form with an **Original Signature**
- 2. General Conditions and Provisions Form with an **Original Signature**
- 3. **Copy** of Food Service Operation License/Receipt (if applicable)
- 4. **Copy** of Proof of Commercial General Liability Insurance
- 5. Items and Price List
- 6. Payment (Make money orders payable to: **Downtown Dayton Partnership.**)

***PLEASE PLACE DOCUMENTS IN THE ORDER THAT THEY APPEAR ON THIS CHECKLIST.**

STAPLE ALL DOCUMENTS TOGETHER.

Please mail required documents above to:

City of Dayton
Attn: COD Summer Music Series
101 W. Third St., Mezzanine RYS Office
Dayton, Ohio 45402

Application Deadline

Dayton Jazz Festival – May 31, 2018
Dayton Blues Festival – July 5, 2018
Dayton Reggae Festival – August 23, 2018

Event Date

Dayton Jazz Festival – **June 10, 2018**
Dayton Blues Festival – **July 15, 2018**
Dayton Reggae Festival – **September 2, 2018**