



Northmont Area
Chamber of Commerce

2024 VENDOR APPLICATION

The Northmont Area Chamber of Commerce is proud to host the
Inaugural Fall Into Autumn Festival

October 19-20, 2024

Salem Church of God

6500 Southway Rd. Clayton, OH 45315

10:00 am - 6:00 pm Saturday

11:00 am - 5:00 pm Sunday

GUIDELINES:

The following is required to be mailed/ emailed to the Northmont Chamber of Commerce at 4001 Old Salem Rd. Englewood, OH 45322 or angie@northmontchamber.com to complete an application submission:

- General list of items being offered/ sold at your booth if applicable.
- A certificate of general liability insurance naming the Northmont Area Chamber of Commerce as additional insured.
- A completed application for booth space and applicable fees.

REGISTRATION DEADLINES:

- Application submission must be received by Friday, September 27, 2024
- Application received after the deadline of September 27th, will incur a \$25 late fee. Late submissions will be accepted pending available space are not guaranteed names and information will be included in marketing info.
- All entries will be closed on October 4, 2024.



NOTE:

- Submission of an application does not guarantee you a spot.
- Booth size is approximately 10'x10' or 10'x20'. If you require more space, please reserve the appropriate number of booth spaces.
- **You will need to provide all set-up materials for your booth which should include tables, chairs, lights, electric cords, etc.**
- **You will also need to provide a point of sale system if you wish to sell your food or goods at the event.**
- Sale or possession of alcoholic beverages at the venue is prohibited.
- Sale of obscene items, literature, photos, or other items of pornographic nature is prohibited. Northmont Chamber reserves the right to determine items inappropriate in nature.
- All of the spaces will be juried. Booth space is considered reserved only after payment has been received. A confirmation letter will be e-mailed with further information about the event once your application has been accepted.
Exclusivity is not guaranteed.

BOOTH SPACE CANCELLATION:

To cancel your booth reservation and receive a full refund, a request must be received in writing and postmarked by October 4, 2024

SET UP / TEAR DOWN:

- The designated entry time for setup begins at 8:00 AM Saturday morning.
- All booths must be set up by 11:00 am. No exceptions.
- **Each vendor will need to provide their own pop up tent for coverage**
- The designated time for breakdown begins at 6:00 PM Saturday/ 5:00 PM Sunday evening.
- Vendor participation may be prohibited in future events for those who break down prior to the designated time without first discussing with Chamber.

Northmont Area Chamber of Commerce reserves the right to dismiss any vendor who displays disorderly conduct.



Northmont Area
Chamber of Commerce

**REGISTER ONLINE BY SCANNING THE
QR CODE BELOW**





Northmont Area
Chamber of Commerce

Application Deadline: Sept 27, 2024 to be included in publications
Applications received after September 27 will be subject to a \$25 late fee

2024 Vendor Application

Name of Organization/Booth : _____

Contact Person: _____ Email: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____

List of items offered for sale/ menu of the booth

Space Selection:

Standard Fee: by September 27 Late Fee: by October 4

- | | | |
|---|----------------------|----------------------|
| <input type="checkbox"/> 10 x 10 Retail/ Business Booth | \$50 | \$75 |
| <input type="checkbox"/> 10 x 10 Non-member Retail/ Business Booth | \$75 | \$100 |
| <input type="checkbox"/> 10 x 20 Retail/ Business Booth | \$100 | \$125 |
| <input type="checkbox"/> 10 x 20 Non-member Retail/ Business Booth | \$150 | \$175 |
| <input type="checkbox"/> 10 x 10 Non Profit Booth | \$25 | \$50 |
| <input type="checkbox"/> 10 x 10 Non-member Non Profit Booth | \$50 | \$75 |
| <input type="checkbox"/> 10 x 10 Food Booth | \$75 | \$100 |
| <input type="checkbox"/> 10 x 10 Non-member Food Booth | \$100 | \$125 |
| <input type="checkbox"/> 10 x 20 Food Booth | \$150 | \$175 |
| <input type="checkbox"/> 10 x 20 Non-member Food Booth | \$200 | \$225 |
| <input type="checkbox"/> Food Truck | 7% of total profits | 10% of total profits |
| <input type="checkbox"/> Non-member Food Truck | 10% of total profits | 12% of total profits |

My booth requires electricity

Days Attending

Both Days Saturday Only Sunday Only

Please remit payment & Application info to:

Northmont Area Chamber of Commerce 4001 Old Salem Rd Englewood, OH 45322



Northmont Area
Chamber of Commerce

Application Deadline: Sept 27, 2024 to be included in publications
Applications received after September 27 will be subject to a \$25 late fee

2024 Vendor Application

The undersigned lessee agrees to rent booth space at the 2024 Fall Into Autumn Festival under the following terms and conditions: Terms and Conditions: (1) The Lessee agrees to indemnify and hold harmless the Northmont Area Chamber of Commerce, its individual members, and all sponsors of the Fall Into Autumn Festival, its employees and agents, from any and all claims, liabilities or demands of any kind for or on account of any personal injury or damage of any kind sustained by any person or business entity as a result of this contract. The lessor shall not be responsible for damage to exhibits or goods in the booth space as a result of fire, water, windstorm, or any act of God, and the lessor shall not be responsible for any theft from booth space. Lessee voluntarily assumes all risk of accident, injury or damage to person or property that may arise as a result of this agreement. (2) Subletting this booth space is prohibited. (3) Sale of obscene items, literature, photos or other items of pornographic nature is prohibited.

The undersigned hereby enters into this booth rental agreement this ___ day of _____, 202__

Lessee Organization or Company Name : _____

Name of person signing for Lessee: _____

Signature: _____

Total Amount Due: \$ _____ Amount included: \$ _____

Check here if you would prefer an invoice to pay online

Please remit payment & Application info to:
Northmont Area Chamber of Commerce 4001 Old Salem Rd Englewood, OH 45322



SET UP / TEAR DOWN:

- The designated entry time for setup begins at 8:00 AM Saturday & Sunday mornings. You do not have to start setting up at 8:00 AM as long as your booth is set up on time.
- All booths must be set up by 10:00 AM Saturday and 11:00 am Sunday. No exceptions.
- The designated time for breakdown begins at 6:00 PM Saturday and 5:00 PM Sunday.
- Vendor participation may be prohibited in future events for those who break down prior to the designated time without first discussing with Chamber
- If your booth requires electricity you must let the Chamber know prior to the event. Electric hook up will not be available the day of the event if you did not previously notify the Chamber.