



Kent Potterfest - Vendor Application

Event Date: Saturday July 29, 2017

Time: 12:00 p.m. – 9:00 p.m.

Location: Downtown Kent, OH

Application Deadline: MARCH 31st

Vendor Notification Date: APRIL 14th

Your Name/Business: _____

Address: _____

Phone: _____

Email: _____

Booth Concept: _____

In the space above, please describe the items you wish to sell/paid activity you wish to host at the event. All items for sale must be hand crafted and relevant to event theme; event committee will have final say in vendor selection. Space is limited and applications received by March 31st deadline will be given equal consideration. Please send photos of products/activities and/or links to info@mainstreetkent.org.

NOTE: No vendors will be permitted to sell items containing the event name. “Kent Potterfest” and “Potterfest” (or anything similar) are reserved for Main Street Kent’s use. Any vendor violating this rule will be dismissed from the event at the event planning committee’s discretion.

INFO: This is the second annual Kent Potterfest. After a hugely successful event in 2016, we have opted to close sections of two streets and one alleyway. Vendor spaces will be pre-assigned and no vendors will be permitted to set up without prior approval of the event planning committee. Set-up for the event will begin at 10:00am. Full details including event map and vendor space assignments will be provided at least one week prior to the event.

SPACE: Vendors will be allowed a 10’ x 10’ space for pop-up tent, tables, chairs, etc. You must bring your own table and chairs, tent weights, signage, etc. Fee for two spaces (10’ x 20’) = \$150. Vendors will not have access to electricity or Wi-Fi.

PARTICIPATION FEE – Vendors shall pay a non-refundable \$75 participation fee, to be submitted with agreement. (Fee will be returned to vendors not chosen for the event.) This event is rain or shine and no refunds will be issued for any reason.

Please return this form and \$75 application fee by March 31, 2017
Mail to Main Street Kent at 138 E. Main St., Suite 201B, Kent, OH 44240
Or email to info@mainstreetkent.org
Please feel free to call us at 330-677-8000 with any questions.

SPECIAL EVENT AGREEMENT

THIS SPECIAL EVENT INDEMNIFICATION is to provide indemnification to Main Street Kent as well as officers, directors, agents, employees and volunteers [hereafter, ORGINIZERS] for each organization by the _____ (the "vendor") on the date herein below written by the vendor executing this Agreement.

Indemnification and Release. The Vendor in consideration of participating in the event agrees it shall indemnify, save, keep and hold harmless the Organizers, together with their respective heirs, personal representatives and assigns (collectively the Organizers) against all damages, costs, or expenses, including all attorney's fees, and all suits, claims and actions, at law or in equity, that may at any time arise or result from damages to property owned, leased or borrowed by or for the Vendor and/or personal injury, accident or illness to the general public, Vendor, its employees, officers, directors, contractors, volunteers or agents, received by reason or in the course of the Event which may be occasioned by any willful or negligent act or omission by the Vendor or any of the Vendor's officers, directors, employees, agents, volunteers, or contractors. The Vendor further agrees to waive, release, forebear from and hold harmless the Organizers and indemnify the Organizers from and against any and all damages, costs or expenses, including all attorney's fees, and all suits, claims and actions, at law or in equity, that may arise as a result of or in the course of the Event from any act of God, nature or other events beyond the reasonable control of the Organizers, their officers, directors, agents, employees and volunteers. This indemnity and waiver of liability shall survive the term or termination of this Agreement as to any claims arising before the expiration or termination of this Agreement.

SIGNATURE OF AUTHORIZED REPRESENTATIVE

I, (please print name) _____, warrant that I have the authority to bind the below listed organization or business to this special Event Indemnification Agreement, and by my signature hereon do so bind this organization or business.

Signature of Authorized Representative

Date

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