



VENDOR INFORMATION

Thank you for your interest in the Great Miami River Days. The festival committee and its partners invite you to participate in the sixth annual “Great Miami River Days” on Saturday and Sunday, September 8-9, along the banks of the Great Miami River in Hamilton adjacent to the Miami-Hamilton Campus on Neilan Boulevard. Hours of operation are 10 a.m. to 10 p.m. on Saturday and 10 a.m. to 6 p.m. on Sunday.

Attendance

The Great Miami River Days Committee is again teaming with Hamilton Vision 2020 and many other organizations to continue this exciting regional celebration of the Great Miami River. It was estimated that 35,000 people attended last year’s event and we expect to surpass that number in 2012.

Activities

“Great Miami River Days” is focused on being a family-friendly event. Each year we feature historical and recreational events including a water sports competition, living history encampments, a fishing derby, collegiate rowing, and more. In addition, conservation and recreation organizations will participate with hands-on displays to help citizens understand the value of the river – both as a natural resource and an economic-development tool.

Advertising

The festival is supported by an aggressive public relations/marketing campaign featuring newspapers, billboards, and radio/television advertising. Fliers, posters and a brochure will be distributed at Ohio’s Tourist Information Centers along major Ohio highways to get the word out locally, regionally, statewide, and throughout the Midwest. Visit www.greatmiamiriverdays.org website where event and sponsor participation will be detailed.

To apply:

- 1) Complete the enclosed application form,
- 2) Attach a check for applicable fees,
- 3) Include a photo and description of items for sale, and
- 4) Include a certificate of insurance.

Make checks payable to:

Hamilton Community Foundation
Reference: Great Miami River Days booth fee

After reviewing the enclosed information, if you have any questions, don’t hesitate to contact John Burch at 513-785-7220.



VENDOR RULES/REGULATIONS

1. **Complete the application and submit with fee by Friday, June 29, 2012 to be considered.** (Fee deposited only if committee approves.) A photo and description of your merchandise must be included with your application for prior approval. Approval will not be given without a photo and written description.
2. Entry permission will be determined by a selection committee appointed by Great Miami River Days and is based on the criteria set forth in this document. All decisions by the selection committee are final. All photographs become the property of Great Miami River Days and may not be returned.
3. Vendor must provide proof of insurance, naming Great Miami River Days as additional insured.
4. If the submitted description of product does not reasonably represent your product and or/material or you fail to comply with the request of Great Miami River Days to discontinue the sale of any product, then Great Miami River Days may revoke, upon verbal notice, your permission to participate in the event and cause your removal from the premises. In this event an exhibitor understands and agrees that their entry fee will be forfeited.
5. Exhibitor agrees to comply with all laws, orders and regulation of Federal, State, County and Municipal authorities and comply with the direction of any public officer.
6. All approved food vendors must apply for and obtain a temporary license from the City of Hamilton's Health Department (513-785-7080) if they are not currently licensed. The Health Department will be coming around to check your permit and other items as well. They have the authority to close any booth that does not pass inspection.
7. All menus and products are subject to Great Miami River Days committee approval and once approved, cannot be changed without permission from the committee.
8. Every attempt will be made to avoid duplication of food products, but exclusivity is not guaranteed. **It should be noted that only 10 food vendors will be selected for this year's event.**
9. Fryer grease must be disposed of properly. It may not be dumped onto pavement, grass, or storm sewers.
10. Bleach water must be disposed of properly. It may not be dumped onto pavement, grass, or storm sewers.
11. Vendor setup time is Friday prior to the event as well as the Saturday morning of the event. For consideration of pedestrian safety and to preserve emergency vehicle access, all vehicles must be off the roadway by 9:00 a.m. on Saturday and 9:00 a.m. on Sunday.
12. There will be absolutely no driving in the festival area during festival hours, anyone driving on a closed festival road between the hours of 9:00 a.m. and 10:00 p.m. will be cited by the City of Hamilton Police Department and will be permanently expelled from the festival.



13. Space rented is for displayed merchandise ONLY. No vehicles are to be parked in the display space.
14. Early breakdown on any event day is NOT permitted.
15. Vendors must keep the inside and outside of their booth space neat and trash free.
16. Exhibitors are responsible for bringing protective covering for their merchandise in the event of inclement weather. This event will take place rain or shine.
17. Alcohol consumption during festival hours by vendors is prohibited and you will be cited by the City of Hamilton Police Department for open container if you are in violation and will be permanently expelled from the festival.
18. The Great Miami River Days committee is the only business/vendor permitted to sell Great Miami River Days souvenirs representing the festival.
19. Cancellations received before 5:00 p.m. on the Friday two weeks prior to the beginning day of the festival will result in a 75% refund of the entry fee. No refund will be made for cancellations made after that date.
20. **No entries accepted after Friday, June 29, 2012.**



VENDOR APPLICATION Two Day Event

Company or Vendor Name: _____

Contact: _____

Address: _____

City _____ State: _____ Zip: _____

Phone: _____

Email: _____ Web Site: _____

Signature: *I certify that I have read and agree to the Great Miami River Days Vendor Rules/Regulations:*

Are you a 501(c)3 ? Yes _____ No _____ If yes, number: _____

Description of booth: _____

If your booth/display includes a trailer, how much space is required?: _____

Are you planning to sell anything? Yes _____ No _____

If yes, please provide a description and price: _____

Equipment: The following items are included in your fee. Please check the box to indicate if you require this equipment.

- | | | |
|--|---|----------------------------|
| <input type="checkbox"/> Electricity | <i>If yes, please also complete Electrical Needs Form</i> | |
| <input type="checkbox"/> Covered Booth | 10' x 10' | |
| <input type="checkbox"/> Chairs | 2 chairs for 10 x 10 booth | 4 chairs for 10 x 20 booth |
| <input type="checkbox"/> 8 foot table | 1 table for 10 x 10 booth | 2 tables for 10 x 20 booth |



Vendors: Food vendors must obtain a temporary license from the City of Hamilton's Health Department (513-785-7080) if they are not currently licensed. Other forms may be required.

Fee Schedule:

\$100 Non-profit Groups:	10 x 10 space
\$225 Regular Space:	10 x 10 space
\$300 Double Space:	10 x 20 space

Extra Tables and Chairs:

\$2 Per Extra Chair	Number of Extra Chairs Requested _____
\$7 Per Extra Table	Number of Extra Tables Requested _____

Forms and fees must be received no later than June 29, 2012.

Make check payable to: Hamilton Community Foundation
Reference: Great Miami River Days Booth Fee

Return all application with fees to:

City of Hamilton Electric Department
Attn: River Days
345 Main Street
Hamilton, Ohio 45011

Any questions contact John Burch at (513) 324-2247 for more info.
www.GreatMiamiRiverDays.org



City of Hamilton, Ohio



Special Event Electric & Water Request Form

(Return to James Bokeno, City of Hamilton, 345 High St. Suite 450, Hamilton, OH 45011 or Fax to 513-785-7230)

Event Name: _____ Date(s): _____

Vendor: _____ Contact: _____

Address: _____ City: _____ St: _____ Zip: _____

Phone: (____) _____ Fax: (____) _____ Cell: (____) _____

Email: _____ Product(s): _____

Trailer? Yes ___ No ___ If yes, length of space required _____ ft. Set up date & time: _____

Booth? Yes ___ No ___ If yes, booth dimensions _____ ft. x _____ ft. Set up date & time: _____

















Electric Service Requirements

Do you have your own electrical panel and cable to be direct-wired? Yes ___ No ___












If yes, what is your panel's ampere rating? _____ A How long is your cable? _____ ft.

If you require the use of City-owned electrical distribution equipment, please complete the following:

Please list all 120 Volt Devices (Attach additional sheets if needed)

Type of device	Watts or Amps Required	Plug type (please circle one)
	W A	    Other (NEMA# or sketch)
	W A	    Other (NEMA# or sketch)
	W A	    Other (NEMA# or sketch)
	W A	    Other (NEMA# or sketch)

Please list all 240 Volt Devices (Attach additional sheets if needed)

Type of device	Watts or Amps Required	Plug type (please circle one)
	W A	           Other (NEMA# or sketch)

Do you require water? Yes ___ No ___ If yes, do you require water: Nearby ___ or Continuous Hook-Up ___?

NOTE: If you require a continuous hook-up you must supply your own hose.