



Friday July 25th, 2025 - 6:00 PM - 11:00 PM
Saturday July 26th, 2025 - 10:00 AM - 11:00 PM
Sunday July 27th, 2025 - 9:00 AM - 4:00 PM

2025 Summerfest Vendor Invoice/Contract

Vendor Contacts

Diane McVicker dianemcvicker@gmail.com Karlie Russo Karlie.russo@gmail.com

Thank you for your interest in Fairview Park Summerfest 2024! This is an event of the Fairview Park Municipal Foundation, an independent 501(c)3 not-for-profit. This festival will once again be held within the entirety of Bohlken Park located in Fairview Park, Ohio. Our goal is to provide a fun and satisfying experience for our community while offering a rewarding and profitable weekend for our vendors. Please be patient as we are all volunteers!

Early Bird Rate-Get your contract in before Janu, 2025 and get \$25.00 off your vendor rate!

- **Due Date for All Vendor Invoices/Contracts:**

July 1st, 2025

For-Profit, Food Vendor Rates

The following rates are for the *full weekend*. Security provided. Restrooms on site. Note: We no longer offer tables and chairs.

- **\$350 Vendor Space- 110V or 220V** electricity. All spaces are max 12 ft wide with varying depth (maximum 25 ft).
- **\$400 Vendor Space**-Greater than 12 ft width. Includes electricity.
- **\$500 Food Truck** - 220V electricity available. Please communicate the length, width, serving side, and 220V plug configuration so we can plan set up accurately.

- **\$125 space** - Not for Profit, NON-FOOD with or without electricity
 - Visit our website for sponsorship level details: <https://www.fairviewsummerfest.com/sponsors/>

Vendor Rules

It is your responsibility to read these rules and communicate them to your employees

- **Potable/Drinking/City Water** – We have limited sources of water on site. You must bring your own food grade hoses/splitters and share a line with other food vendors. We have limited water inputs, so pressure may be low at certain times of day.
- **Grey Water / Sanitary Sewer Needs** – We have **absolutely no access** to the sanitary sewers at the park. If you have to dump grey water, aka dishwater/cooking water, then you must use your own tank. If you show up and ask us

to rent a tank you will be asked to leave at the convenience of Fairview Park Police, Summerfest personnel, and neighboring vendors. **No exceptions whatsoever.**

- **Operational Needs** – All vendors must supply their own ice. Garbage service is limited so please limit the number of throw-away containers. As was done last year, the Fairview Park Green Team will be recycling cardboard, so feel free to leave a dry pile out back of your area for occasional disposal.

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- **Food Rules & Restrictions** –

- **Health Permit** – Obtain and display a valid permit from the County Board of Health. It will take weeks, if not months, for the County to issue a permit. The County will do an inspection of your operations prior to opening Friday. We cooperate fully with the BOH and will follow their lead on food safety demands.
- **Restricted Food Types** – Due to our current contract with the carnival ride provider the following may not be sold by anyone else: Cotton candy, candy and caramel apples, corn dogs, deep fried Oreos, and funnel cakes. As we also aim to protect the fundraising ability of local businesses and not-for-profits we do not allow the following to be sold unless previously communicated: Frozen custard, hamburgers, and hot dogs.

- **Food Assortment Limits** –

- We understand that your normal menu may include a wide variety of entrées, however, in order to allow everyone to make a profit, we limit how many duplicates can be sold throughout the festival. For example, only two vendors will be allowed to sell BBQ pork and will be spaced apart as far as possible.
 - We also ask that you “play to your strength”, meaning that we want a BBQ vendor to sell BBQ, and not gyros.
 - If you sell an entrée that comes with a side order, then that side order may not be sold alone. For instance, you can sell fries with a sandwich, but not fries by themselves if the fries are not an entrée. This may seem ridiculous, but as this is a carnival type festival, we may have vendors only selling fries. We aim to keep everyone happy.
 - You will be asked to limit and list your menu when you turn in your contract. It’s always best to email the vendor contact (Karlie.russo@gmail.com) before submitting a contract as pre-approval saves everyone’s time.
 - You may only sell what is on your contract. If you change your menu at the festival, without express permission, then we’ll ask you to leave.
 - Water, soda, lemonade, and non-dessert beverages can be sold by any vendor. You do not need to list those as items being sold on the contract.
- **Weather** – All spaces are open to the sky and elements. **We require that all vendors secure their tents with at least 40lbs of weight.** We do not supply weights, tent stakes, tarps or any other materials. We are not responsible if your negligence impacts another vendor.
 - **Staffing** – We understand staffing issues, but we encourage all vendors to have a staffed space during all public hours of the festival.
 - **Behavior** – Be a good neighbor. This is a family friendly festival.
 - We reserve the right to not accept contracts, void contracts for bad faith, demand offensive material be taken down, and to have anyone removed from the festival.
 - We do not tolerate any fights or raucous behavior. Local police will be on-hand to keep the peace.
 - We already have one vendor for “light up, bubble wand, kid-toy, night-time” items. This one vendor, and only this one vendor, is allowed to sell to the crowd during the night hours of the festival. The vendor contacts will be on-site throughout the festival and maintains great cardio health. **Do not make them track you down.**

- Sales representatives (barring the previously stated) may not sell out into the crowd and must stay 3 feet back from the walkway as marked. Signs/materials/etc must stay 3 feet back from the walkway as marked.

- Setup

- Setup is after 5:00 pm on Thursday to dusk and from 8:00 am to 5:00 pm on Friday. Teardown starts after 4:00 pm Sunday and ends at dusk.

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- You can drive your vehicle, slowly, to your spot during setup times.
- No vendor vehicles will be permitted through the park after 4:00 pm on Friday and before 4:00 pm on Sunday. We will have vehicle barriers up, so please do not plan on setting up or tearing down early.

- Electricity will be available after 6:00pm on Thursday. You must bring your own 100ft outdoor extension cord if you requested electricity. 115V is equivalent to your home electric wiring and can run lights, a small fan, etc. We require each vendor who is requesting an electrical hookup bring their own 100ft extension cord. Plug-in will be from a “spider box” located near your space.

- Liability & Insurance

- We recognize every festival carries with it some potential for liability for not only the festival organizers but the vendors as well. We will always aim to limit the potential for harm as much as possible. We will need a copy of your Certificate of Insurance naming the Fairview Park Municipal Foundation and the City of Fairview Park as additional named insured with respect to General Liability in these general situations:

- If you intend to sell/give away anything that is meant to be ingested or applied to the skin that is not prepackaged by a company following all applicable health laws. For example: Giving away pre-packaged Oreo cookies does not need insurance.
 - We do not allow the following to be sold or given away at all:
 - Cosmetics/Insect repellent applied to the skin’ not made in a licensed and monitored facility, i.e. produced in your home.
 - Homemade food not made in a facility monitored by the Ohio Board of Health, i.e. your home.
- If you intend to host a physical entertainment-oriented booth, such as one where guests throw axes, throw a ball, ride a mechanical bull, i.e. anything that can potentially hurt a guest, etc.

- Spot Location

- You are not guaranteed the same spot year after year. You may request the same spot and we will do our best to accommodate you, however we will never promise you the same location as in prior years. The festival layout WILL change.

- Park Entrances

- Vehicles (includes trailers) Less Than 18ft Long - City lot – W 210th lot (3885 W 210th Fairview Park, Ohio)
- Vehicles (includes trailers) More Than 18ft Long – Grass Entrance across from Addington Blvd (3701 W 210th St, Fairview Park, OH 44126)

- Parking

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- City lot – W 210th lot (3885 W 210th Fairview Park, Ohio)
 - Small lot - We cannot offer gate guards and this lot will fill up early.
- Westgate Shopping Center – Intersection of W 210th and Center Ridge Rd., border of Fairview Park and Rocky River.
 - Large lot – Target is the closest store to the park entrance. This is shopping center parking but can accommodate festival guests.
- On-site parking – We can, within reason, offer trailer and vehicle parking for vendors within the park. Parking will be on the grass, out of the way of crowds and vendors. You will not be able to move your vehicles

during guest hours. Please let the vendor contact know if you need on-site parking.

Questions? – Email is best. Thank you. Karlie.russo@gmail.com or dianemcvicker@gmail.com

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Business: _____

Address: _____

Contact Names: _____

Phone Number & Email: _____

List exactly what you will be selling. Please see the Food Rules and Restrictions. Food Trucks - Please communicate the length, width, serving side, and 220V plug configuration so we can plan set up accurately:

Dimensions of your food truck _____ x _____

- Serving from side-Right or Left
- Serving from rear
- Access to 220V electricity?

Upload pictures of your food truck

Please mark **ONE** rate.

Multiple spaces = multiple contracts:

- Vendor space with 110V or 220V Electricity (\$350)
- Vendor space greater than 12ft wide (\$400)
- Food Truck space with 220V Electricity (\$500)
- Non-Profit space-electricity included (\$125)

Sponsorship packages are available and encouraged. To arrange for a sponsorship package, please contact Amy Kovach amymkovach@gmail.com

Terms

By signing this contract, you agree to abide by its terms. Fairview Park Summerfest reserves the right to cancel this contract if terms cannot be fulfilled, including, but not limited to, cancellation due to severe weather or natural disaster, pandemic related restrictions, illegal activity, and other activity not meeting the mission of this festival. By signing this contract you agree to release the Fairview Park Municipal Foundation, its Summerfest Committee, and the City of Fairview Park from any liability of any kind.

In the event that pandemic restrictions are in place this summer (including a recommendation by State of Ohio, Center of Disease Control, or other proper government agency that a fair not be held) or the State of Ohio imposes any restriction on how fairs must operate, we reserve the right to cancel the 2025 Fairview Park Summerfest fair. We apologize for any inconvenience this may cause.

Please sign here acknowledging you understand the terms and will abide by the rules as stated:

Printed Name & Title: _____ Signature: _____ Date: _____

- We encourage online application submission and payment, however if you prefer to mail in your application and payment, please submit the following:
 - This contract fully filled out. Please note this is a five page contract. You only need to return Pages 4 &5.
 - Check made payable to **Fairview Park Municipal Foundation**.
 - A copy of your Certificate of Insurance naming the Fairview Park Municipal Foundation and the City of Fairview Park as additional named insured with respect to General Liability. See the "Liability & Insurance" section of this contract for details.

● Mail to: Fairview Park Municipal Foundation
21869 Seabury Avenue Fairview Park, Ohio 44126 % Diane McVicker