



2017 Taste of OTR Vendor Application Guidelines

Deadline to apply is Friday, May 12th, 2017 at 11pm EST.

Overview

Thank you for your interest in vending at the 5th Annual Taste of OTR taking place on Saturday, August 26th, 2017 at Washington Park.

We are recruiting the most respected and admired vendors that the Over the Rhine Community has to offer. This is your chance to put your product, service or message in front of 20,000 + people who are committed to the neighborhood's continued growth and vibrancy. Participating vendors also have the added value of awareness through the Taste of OTR Web site and promotional activities. We'll only be successful if you are successful!

We have put together some general vendor information for you to review before submitting the online application [here](#). If you are selected as a 2017 Taste of OTR vendor, more comprehensive materials will be provided with the contract. Not all vendors that apply are selected.

Festival Dates and Times

Saturday, August 26th, 2017 11a-10p.

Application Timeline

Application Deadline: Friday, May 12th at 11pm, EST.

Vendor Notifications: Vendors will be notified by Friday, May 19th at 5pm, EST.

Booth Fees and Completed Paperwork: 5 business days after being notified. You will forfeit your slot if you fail to do so.

Load-In: Per assigned time on Saturday, August 26th, 2017

Load-Out: Immediately following the event on Saturday, August 26th 2017. All event items must be out of Washington Park on Sunday, August 28th by 12am.

Paperwork

Required items will include:

- Signed contract and payment-in-full
- Certificate of Insurance – additionally insured information will be provided in the contract.
- Copy of City of Cincinnati Health Permit
- Copy of City of Cincinnati Fire Department Events Permit, if applicable



Additional Rules and Regulations

- Taste of OTR is a rain or shine event and booth fees are not refundable.
- You must secure a proper health permit from the Cincinnati Health Department. **Begin this process no later than 30-days before the festival.** Vendors are responsible for health department approved flooring if applicable. If you fail to do so and you are not allowed to vend, you will not receive a refund.
- You must secure a permit from the Cincinnati Fire Department if cooking at the event site. **Begin this process no later than 30-days before the festival.** If you fail to do so and you are not allowed to vend, you will not receive a refund.
- Booth space may not be subleased or combined with a business other than the company doing-business-as (DBA) named on the application and contract. This includes other operating business owned under the same corporation operating under a different DBA.
- Distribution of stickers is prohibited.
- Vendors are responsible for breaking down clean cardboard boxes and stacking them behind their booth for removal.
- No soliciting of festival patrons by use of bull horns, oral solicitation, customer incentives or perceived added value in exchange for business. This behavior is grounds for immediate dismissal and you will not receive a refund.
- No motorized vehicles are permitted in the event site. We recommend using dollies, carts, etc.
- If you are cooking onsite, you will be required to lay rolled roofing, plywood or another surface to protect the granite underneath.

Product Guidelines and Limitations

Vendors can only sell what has been approved by the festival. The other side of this is vendors cannot give away any item. So food vendors can't give away merch (t-shirts, hats, etc.) and merch vendors can't give away food and water. If there is an item that we cannot permit, we will notify you before you sign the contract and pay your fees.

Vendors **may not sell bottled beverages** including alcohol, water, etc.

Vendors may not sell any item with the Taste of OTR logo. Additionally, vendors may not sell any item with the name or image of any act performing at the festival. Drug paraphernalia, tobacco products, weapons or studded jewelry of any kind is also prohibited.

Vendors must provide their own monetary change for customer transactions. Taste of OTR will not provide or arrange for cash change. Please plan accordingly with your banking institution.



Food Vendors

Vendors will be allowed to offer 3-5 individually priced and unique items. Food items should allow for quick preparation in order to accommodate the large crowds. The festival's goal is great food and service at a reasonable price. For 2017 we are asking that vendors consider providing samples that are 1 to 2 bites for \$1-\$3. Full servings should be around the \$5-\$6 price point.

- Rolled roofing must be placed under all food booths. In addition, plywood and roll roofing must be placed under all grills, cooking equipment and grease/gray water containers.
- Vendors are responsible for transporting grease, coals, and grey water back to their home base of operation. We do not provide disposal.
- Cleaning of cooking equipment is to be done off site.
- Cooking vendors must provide their own fire extinguisher approved by the Fire Department.

Booth Types, Sizes and Fees

All points of vending at \$350.00. Payment is due in full within 5 days of acceptance to participate. Fee is non-refundable.

Booth fee includes tent (no side walls), (2) counter/table (4 counter/tables in a 10x20 booth) two (2) chairs, exterior signage. Exterior Signage consists of a 1'x10' banner for the top, exterior of your booth provided by Taste of OTR. Vendor is still responsible for menu board and other banners within their booth.

Food vendors are responsible for supplying their own registers, tips jars, etc.

****All vendors are required to stay the duration of the event****

Electric is limited with in the park, but we will do our best to accommodate requests. If additional power is needed or augmentation of existing power is needed for your operation, we are happy to do that for a nominal fee.

Booth Signage

In order to keep the Taste of OTR brand consistent and the festival experience seamless, Taste of OTR will design and provide front signage. Vendors may not use additional tents or exterior signage (including flags, banners, etc.); however, may provide signage for the back of the booth and their own menu board.

Booth Support

The festival will have ice available for purchase throughout the day. Please let us know in advance if you need any ice and we will be able to support your needs. There will be ABSOLUTELY NO OUTSIDE SERVICE.