



## **Xenia Community Festival 2018 Rules and Regulations**

Thank you for applying to participate in the **Xenia Community Festival**. We look forward to welcoming you to the City of Hospitality! This document contains information regarding policies, rules, definitions, hours and fees as set forth by the Xenia Community Festival Vendor Committee.

### **ALL VENDOR REQUIREMENTS:**

- All vendors **MUST** have at least 1 Fire Extinguisher with a minimum 4A rating or two extinguishers with a minimum 2A rating.
- The materials for all tents and canopies shall be of approved noncombustible material or treated in an approved manner to render the material noncombustible.
- Tents must be secured in case of heavy winds.
- All lighting **MUST** have protective covering over bulbs.

The **Rules and Regulations** regarding applications and vendors:

- 1) Acceptance of vendors is at the sole discretion of the Xenia Community Festival Committee.
- 2) Non-compliance of the rules as outlined in this document or in further written notices may result in removal of vendor without recourse or refund by Xenia Community Festival (XCF). This may include any exhibitor whose booth information differs from the information submitted on or with the application. This removal is at the sole discretion of the Vendor Committee.
- 3) XCF does not supply extension cords, tables or other equipment. Please bring electric cords no less than 100 feet long. XCF will not be responsible for manpower needed to place trailer and equipment, but help may be available if requested. Vendors must assume responsibility for any display tables, display boxes, display panels or related equipment as well as weather protection.
- 4) Sharing, trading or selling a contracted booth space is strictly forbidden without approval of the XCF Vendor committee.
- 5) Booth hours: Booths must be complete, attractively displayed, attended and open during the XCF hour as stated below:

**Friday, 4:00 P.M. – 9:00 P.M.**

**Saturday, 9:00 A.M. – 9:00 P.M.**

**LEAVING EARLY MAY BE GROUNDS FOR THE XCF COMMITTEE TO PROHIBIT A BOOTH FROM RETURNING IN A FUTURE YEAR.**

6) Setup: Booth set-up may begin at 9:00 A.M. Friday, September 14th. All booth participants must be signed in at the information booth. All vehicles must be out of festival area by 3:00 P.M.

7) Tear-Down: Scheduled tear-down can begin no earlier than 9:00 P.M., Saturday, September 15th. Vehicles will not be permitted in festival area until XCF determines the festival grounds cleared of



attendees. Vendors are responsible for cleaning all trash and food products from their booth space; all trash MUST be placed in trash receptacles.

8) Booth definition: A booth is a tent, canopy, framed structure, or a trailer, which must fit in its entirety including vehicle tongue and awnings within the confines of your contracted space.

9) Location and placement Location of a booth is at the discretion of the XCF Vendor committee. Each application will be reviewed before space assignment is made. Assigned spaces cannot be changed without prior permission of the XCF vendor committee.

10) Security: Festival ground security will be provided nightly during non-festival hours on Friday night by uniformed police officers. XCF will not be responsible for any equipment or vendor's possessions left on festival site and will not be responsible for lost, stolen, or damaged items, equipment, etc. at any time during the festival. XCF is not responsible for any accidents or injuries at any time during the festival.

11) Driving Access to limited parts of the festival area will ONLY be available before and after festival hours for convenient loading and unloading. Due to liability insurance requirements, NO vehicle access will be permitted during festival hours. ANY VIOLATORS OF THIS POLICY MAY BE TOWED AT THE OWNER'S EXPENSE!

12) Cancellations: Full refunds will be given through August 17, 2018. Absolutely NO refunds will be given after this date or for "no shows" during the festival. The XCF Vendor committee reserves the right to use any space not occupied by 4:00 P.M. Friday and "no shows" may be prohibited from attending futures festivals at the committee's discretion.

13) All vendors and staff must be in compliance with "Ohio Administrative Code 1031:7-7-24."

14) Xenia Community Festival reserves the right to make exceptions to these rules and regulations at its discretion.

15) ANY questions for the XCF committee may be directed to the Xenia Community Festival at the Xenia Are Chamber of Commerce (937) 372-3591, Monday through Friday, 10:00 A.M. – 4:00 P.M., or 24 hour e-mail via [admin@xacc.com](mailto:admin@xacc.com).