



Brunswick Summer Celebration
PO Box 324
Brunswick OH 44212

Information for All Concessionaires and Vendors

We would like to thank you for considering the
BRUNSWICK SUMMER CELEBRATION FESTIVAL
to showcase your concession.

**Please review all contract documents and enclosures carefully
as changes and additions have been made**

Festival Dates

Wednesday June 20th thru Sunday June 24th, 2018

**Ez-Up Type Tents Allowed with Committee Approved Anchoring
Please send a photo of your anchoring system with your application.**

Photo Required of Food Concessions Before Approval to Participate

The Brunswick Summer Celebration Committee (BSC) reserves the right to limit the number of concessions. Please check your contract carefully for items approved to be sold. If BSC has eliminated items from your contract menu, you may sell **ONLY** those approved items listed on your contract.

Please attach a letter listing any items, food, or otherwise, that you may be **giving** away; we need to know in the event a vendor may wish to sell those items. *Examples: Balloons', Face Painting, Pop, Water, ETC.* Only water distributed in 8oz. Dixie type cups or smaller, or sample size portions of food, may be given away. The distribution of **ANY** water or food items in excess of these amounts, is not be permitted without the purchase of a food concession contract.

For additional information, please contact Kevin Schemrich at concession@summer-celebration.com or by phone at 330-220-1111 *Answering Service (Attended Daily)

Rules and Regulations

Location:

Brunswick High School Complex
3553 Center Rd (Route 303) Just West of I-71
Brunswick, Ohio 44212

Performance:

All Vendors and Concessionaires are required to have their business open during all the festival operating hours as specified herein.

All Vendors and Concessionaires are responsible for understanding and following the rules and regulations as stated herein.

Times:

Set- up	Monday	6/18/2018	6pm - 10pm
	Tuesday	6/19/2018	8am - 8pm
	Wednesday	6/20/2018	8am - 3pm
Festival Hours	Wednesday	6/20/2018	5pm - 10pm
	Thursday	6/21/2018	5pm - 11pm
	Friday	6/22/2018	5pm - 11pm
	Saturday	6/23/2018	1pm - 11pm
	Sunday	6/24/2018	1pm - 8pm

Payment and Insurance:

PAYMENT IN FULL is due by April 15th. Payment options: cash or check. Checks of any kind will not be accepted after June 10th of the respective festival year.

COPY OF YOUR LIABILITY INSURANCE listing **BRUNSWICK PRODUCTIONS INC.** as additionally insured **IS REQUIRED by June 15.**

Space cannot be guaranteed until payment is received in full. **SET-UP AT THE FESTIVAL WILL NOT BE PERMITTED IF THE ACCOUNT IS NOT PAID IN FULL OR THE CERTIFICATE OF INSURANCE IS NOT ON FILE WITH BRUNSWICK PRODUCTIONS.**

Fees:

SEE ATTACHED CONTRACTS

Only Brunswick non-profit organizations can receive Free space.

Only residents or businesses in the **City of Brunswick** or **Brunswick Hills** can purchase space for a 10% discount.

No other fees will be deducted except those listed above.

Concessionaires are cautioned to determine and reserve the number of feet they will occupy. Retail spaces are figured at **10 feet of depth** and Food Spaces are set at **25 feet of depth** (if additional space is required please contact the appropriate concession chairperson). Space purchased must take into consideration **tent stakes, trailer tongues, doors, and overhangs**. If your booth requires more space than purchased, your space will be moved to an open area that will accommodate your needs. Additional charges will be assessed before the festival opens.

Owners are responsible to obtain all necessary permits in order to legally operate.

Refunds:

NO REFUNDS AFTER MAY 30th OF THE RESPECTIVE FESTIVAL YEAR nor will refunds will be given on unused space.

Passes:

Entry passes will be issued to vendors and concessionaires at the time of set-up

Vendor Vehicles:

Vendors and Concessionaires **MUST** park in the designated lot. All vehicles **MUST** be off the midway, 30 minutes before the festival opens each day. Vehicles are not permitted on the midway for 30 minutes after the close of the festival.

Food Concessions:

Must meet all of the requirements of the Medina County Board of Health. A copy of these requirements can be obtained from the:

Medina County Health Dept.
4800 Ledgewood Drive
Medina, Ohio 44256
or call 888-723-9688

Tents:

Any concessionaires using their own tents must supply a photo of such for approval. EZ-UP or Pop-Up Type Tents are allowed with committee approved anchoring systems. Commercial Tents with proper staking are permitted.

NO STAKES ARE TO BE DRIVEN INTO THE ASPHALT. (Grass Locations Only)

Concessionaires and Vendors are NOT permitted to:

1. Set up until location has been approved by the concession manager. Setting up beyond the designated space may result in forfeiture of the space.
2. Sell or solicit beyond 4 ft. of the confines of his/her assigned space. No roving vendors or solicitors shall be permitted on grounds without a special permit.
3. Transfer or sub-let of space or moving to another space without consent of the concession manager
4. Use noisy instruments or loudspeakers for the purpose of attracting attention.
5. Use sirens. Sirens will **only** be allowed on **emergency vehicles**.
6. Make deliveries on the midway during the festival operating hours.
7. Put up advertising on buildings, poles or trees.
8. Bring **intoxicating beverages** or **illegal substances** onto the grounds. If found, concession may be CLOSED and asked to leave the grounds.
9. Have concessions without a responsible adult in charge at all times.
10. Sell whips or weapons or display items with obscene decorations, or of obscene nature, or any item against local, state or federal law.
11. Sell or display any drug-related articles or paraphernalia.
12. Empty wastewater onto ground.
13. Sell or give away live animals.
14. Smoke on school grounds.
15. Sell or give away SMOKE, or STINK BOMBS, or "IMPACT" FIRECRACKERS (Super Snaps or Snap-Pops, etc). May not sell hemp products, silly string, fireworks, sparklers, paintball guns, blow guns, and tobacco products.

Clean Grounds:

Concessionaires **MUST** maintain "good housekeeping" practices by removing waste from their space. Each lessee is responsible for the proper storage and disposal of refuse pertinent to the operation of the concession. Rubbish and garbage must be put in disposable plastic bags and placed in the roll-off dumpster provided at each end of the festival ground. **All cardboard boxes must be broken down.**

Your entire area and 1/2 way into the midway must be maintained

Facilities:

Water and electrical hook-ups will be available.
The midway will be lighted during festival hours.
Gray water collection will be provided.

Water:

All concessionaires requiring water **MUST** utilize a **functional** backflow device.
All concessionaires shall provide hose to reach 100' and be in condition as not to leak.
All hoses must be of food grade quality to tap into the festival water source.
NO GARDEN or **FIRE** type hose shall be permitted.

Gray Water:

Gray water **MUST** be stored in a "BLUE BOY" type storage container
Gray water collection will be made as follows:
1/2 hour prior to festival open
approximately 1/2 way through festival operating hours
after close of festival

Anyone requiring additional gray water collection should try to schedule their water usage to limit the collections needed. If not possible, please inform the festival committee of your needs prior to setup so we may locate you on grounds to best fit your needs

It is our intent to limit the amount of gray water spillage onto the ground and ask everyone not to wait to the last minute when your need arises.

Electricity:

BRUNSWICK SUMMER CELEBRATION provides 1 (one) properly functioning 20 amp GFCI receptacle per vendor. If you require the use of more than 1 (one) receptacle, you will need to purchase an additional 20 amps at the cost specified in you contract.

Power Cords - 110 volt, plug into receptacle type

All cords must be able to reach 100' and be in good physical condition for use outdoors.
Recommended size for all cords are #12-3 or larger.
Cord reels, minders or any device used to coil cords while in use should not be used.
Cords must have working grounding conductor and pin integral to the cord. **Cords containing only 2 wires, or that have the ground pin removed, shall not be used, and at the request of the acting grounds electrician the vendor shall remove said cord from the festival electrical system.**

Power cords - 110 volt, panel terminated

All cords must be able to reach 100' and be in good physical condition for use outdoors.
Must be a 3 wire cord with a working grounding conductor integral to the cord.
Cord must be of sufficient size to carry the required amp load.
Cords containing only 2 wires shall not be used, and at the request of the acting grounds electrician, the vendor shall remove said cord from the festival electrical system.

Power cords - 220 volt, panel terminated

All cords must be able to reach 100' and be in good physical condition for use outdoors.
Must be a 4 wire cord with a working grounding conductor integral to the cord.
Cord must be of sufficient size to carry the required amp load.
Cords containing only 3 wires shall not be used as a 220 volt cord, and at the request of the acting grounds electrician the vendor shall remove said cord from the festival electrical system.

ALL ELECTRICAL INSTALLATIONS ON FESTIVAL GROUNDS MAY BE SUBJECT TO INSPECTION BY THE CITY OF BRUNSWICK.

Questions:

Please direct all questions to Kevin Schemrich at concessions@summer-celebration.com or 330-220-1111 *Voice Mail (Attended Daily)

The Brunswick Board of Education has declared all school grounds a **NON-SMOKING** area. This includes all festival related areas, including parking lots.