2013 SOLON HOME DAYS

COMMUNITY GROUP APPLICATION AGREEMENT

Solon's Best Opportunity for Fundraising and Community Involvement!

The Solon Recreation Department would like to invite your organization to participate in the 15th Annual Home Days celebration with vendor booth. Community groups participating in previous years have reported great success in their fundraising efforts for their organization and this year should be another record breaker. The booths are a great way to advertise, fundraise and promote your organization's activities and merchandise to thousands of people. There will be a **limited** amount of booth space available to community groups this year.

The 2013 Solon Home Days will begin on Thursday, July 25th and continue through Sunday, July 28th. The festival will be held in the front parking lot of Solon Community Park at 6679 SOM Center Road. A booth application/agreement is enclosed with various options available accommodating almost any of your organization's needs. Additionally, the Solon Recreation Department is always available to help with selections and ideas for your booth.

All booths are under tents and are supplied by the Solon Recreation Department. Booth placement will be determined by availability, type of booth, water and electrical needs. Some booths will be freestanding and others will be placed in larger, group tents.

Vendors must provide:

- Extension cords, hoses *(if water is needed)* and all equipment for the operation of the booth.
- Table arrangements, skirting and decorations
- If selling food items, the Ohio Board of Health requires a food vendor's license at an additional cost. *The Recreation Department can assist you with this if needed.*
- Each vendor is responsible for their own set up, tear down, sales and booth personnel.

In addition to tents, the Recreation Department will provide:

- Lighting
- One table and two chairs per booth. Extra tables and chairs can be rented for a nominal fee.

The theme this year is "*Solon Home Days Winter in July*", and we encourage you to decorate your space in some sort of wintery theme. Once again the "BEST DECORATED BOOTH" will be FREE OF CHARGE during the entire festival! The Solon Home Days Committee will conduct the voting on Saturday.

All completed applications/agreements and payments must be returned to the Recreation Department offices on or before June 14, 2013. As stated above, spaces are limited - get your application in early! Once your application is received, it will be reviewed by the Solon Home Days Committee and either accepted or declined. You will receive confirmation once this process is complete. The Committee will base the majority of their decision on the information you provide in the application – please be thorough. *There will also be a limited number of vendors permitted to sell similar products - get your application in early!*

Whether your group sells food, merchandise, hosts a game, passes out literature or advertises your purpose, Solon Home Days offers great exposure and promotes your group to Solon Residents and the surrounding communities. Media coverage publicizing the festival along with a schedule of daily events will be advertised and covered during the weeks prior to the Festival. We hope you will consider joining us at Solon Community Park from July 25th through July 28th as we celebrate our 15th year of success!

Should you have any questions or need additional information, please contact Russell Schneider at (440) 337-1403 / (216) 990-1942 or Tracy Sullivan at (440) 248-5747. We look forward to another successful festival this year with your organization!

The Solon Recreation Department offices are located at The Solon Community Center. Please direct all correspondence to:

Solon Home Days
c/o Booth Applications
35000 Portz Parkway
Solon, Ohio 44139
Phone: (440) 248-5747

Additional forms available at www.solonohio.org

2013 Solon Home Days
Community Group Application and Agreement

Thursday, July 25, 2013 5:00 – 11:00 PM	Saturday, July 27, 2013 2:00 – 11:00 PM
Friday, July 26, 2013 5:00 – 11:00 PM	Sunday, July 28, 2013 2:00 – 9:45 PM

- Hours for the festival are subject to change. Ample notice will be given to all vendors in the event of any time change at the festival.
- All booths must be manned at ALL times the festival is in operation.

Organization Name:	Organization Contact:
Mailing Address: (*No., street, state., no., city, state, ZIP)*	Telephone No. *(Include Area Code)*
	Fax Number: *(Include Area Code)*
E-Mail Address:	
	Website:

Description

Please indicate ALL the planned operations inside of your booth.
You will be limited to ONLY selling, advertising, promoting, etc the information listed below.

Special Requirements

Please list ALL of your electrical needs (including EVERYTHING that will require power):

Please list ALL of your water needs:

Pricing Plans

Plan A:	Plan B:
10' x 10' Space Lighting Signage (1) One 8' Table (2) Two Chairs	10' x 20' Space Lighting Signage (1) One 8' Table (2) Two Chairs

Please check the plan of your choice:

- □ Plan A $225.00
- □ Plan B $325.00

Extras

Please indicate the number of extras you would like to purchase:

8' Table ($12.00 each)	Chair ($4.00 each)

Organization Contact Signature Date

***Please read the reverse side for additional instructions

Additional forms available at www.solonohio.org

Deadline

- Applications including full payment must be received on or before June 14, 2013.

Games and Prizes

- Each individual booth vendor must provide their own prizes.

Rules and Regulations Governing All Booths and Applications for Booth Space

- *The committee reserves the right to reject any displays that are not appropriate. If necessary, an exhibitor could be asked to leave Solon Home Days without a refund.*
- No roving vendors will be permitted without prior approval from the committee.
- There will be no refunds for unclaimed space.
- All exhibitors must supply their own table arrangements/skirting and are responsible for all set up, take down, sales and booth personnel.
- Booths must remain open throughout the entire festival unless approved prior to the event by the Solon Home Days Committee.
- All valuables should be removed overnight. Neither the City of Solon nor any of its boards, employees or agents can be responsible for any liability, claim, accidents or loss of personal property during Solon Home Days.
- Booth themes and ideas are approved on a first come first serve basis. Repetitive booths will be considered, but are limited. Vendors will be contacted either by phone or letter as to the approval or rejection based on the nature of the booth's theme or repetitive nature.
- If your booth is rejected a full refund will be issued within one to two weeks of the date of the decision.
- Payments will only be accepted by mail or in person. The review process will not begin until payment is made in full.

I HAVE READ AND UNDERSTAND THE RULES AND REGULATIONS FOR BOOTH VENDORS AT SOLON HOME DAYS 2013.
PLEASE SIGN BELOW.

_____ _____

Representative's Signature Date

PLEASE MAKE CHECKS PAYABLE TO:
Solon Home Days

DO NOT WRITE BELOW THIS LINE - COMMITTEE USE ONLY.

Date Received: _____

Approved/Declined: _____

Confirmation Mailed Date: _____

If declined, Refund Issue Date: _____

Amount Paid: _____

Payment Type: _____

Nature of Booth: _____

Committee Notes: _____

_____

_____