

**The Harvest & Herb Festival Committee and  
Ada Area Chamber of Commerce  
*Harvest & Herb Festival***

## **BOOTH REGULATIONS AND REQUIREMENTS**

1. No tables or chairs will be provided by the Harvest and Herb Festival Committee.
2. The Festival Committee will provide a 12'x8' booth space. A 10'x10' tent will work in a 12'x8' space. Vendors using tents, awnings, etc., should indicate this on your application, as special arrangements must be made for their placement on the street. Anything used over the 12'x8' will be considered two spaces and must be paid before setting up. The vendors will supply all their supplies and equipment needed for the day, including extension cords, if needed, for electricity.
3. Each booth with electricity is supplied one GFCI duplex receptacle. Each booth is limited to a 20 amp circuit. All extension cords must be grounded (three prong cords), in good condition, not frayed, taped, or spliced.
4. The downtown street will be closed off to traffic at 6:00 A.M. You can start setting up at 6:30 A.M., but must have all vehicles off of the street by 8:30 A.M. No one will be aloud with a vehicle on the street after this time. You will have to carry your things to your booth. The street will open to through traffic at 5:00 P.M.
5. Tear down is 4:00 P.M. to all vendors. You can bring your vehicles on Main Street to pick up at 4:01 P.M. Anyone tearing down before 4:01 P.M. or bringing a vehicle on the street for tear down will not be asked back. This is done for safety reasons, so please help us by abiding by the rules.
6. Festival craft hours are 9:00 A.M. to 4:00 P.M.
7. Vendors are responsible for cleaning and maintenance of the area in and around their booth space. Trash containers will be provided near the booths.
8. Each vendor is responsible for their own liability insurance, sales tax collection, food license, and other business records where applicable.
9. The Festival Committee will not be responsible for any expenses or losses incurred by the vendor. A responsible person must remain with the supplies and/or sale items in your booth at all times.
10. Payment by May 1 of the following year will reserve your same booth space for the festival the next year. If you do not reserve your space by May 1, it will be on a first come basis.
11. Only booth spaces approved by the Festival Committee will be allowed, including food booths.
12. Strolling vendors and self-contained vending units will not be permitted unless prior approval is obtained from the Festival Committee.
13. The Festival Committee will not be responsible for losses due to weather or other unforeseen circumstances. In case of cancellation, booth fee WILL NOT BE RETURNED.
14. No alcohol will be permitted for any reason, or consumed.

**\*\*\*BOOTH CONFIRMATION ASSIGNMENTS WILL BE SENT TO THE  
ADDRESS PROVIDED AT THE END OF AUGUST.\*\*\*  
Please call (419)634-1144 with any questions. Thank You.**