

**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'x10' booth space. A 10'x10' tent will work in a 12'x10' 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'x10' will be considered two spaces and must be purchased prior to placement. The vendor will supply all necessary equipment needed for the day, including extension cords, if needed, for electricity supplied booths. *Please be advised any type of tent or awning will require proper weighting to insure safety. Weights must be used, no stakes will be allowed. Tents or awnings deemed unsafe by the committee will be asked to be removed and the decision of the festival committee is final.*
3. Each booth with electricity is supplied with one GFCI duplex receptacle. Each booth is limited to a 20 amp 120 volt. All extension cords must be grounded, in good condition. No frays, tape, or splices will be allowed.
4. The downtown street will be closed off to through traffic at 6:00 A.M. You may start setting your booth at 6:30 A.M. with all vehicles off the street by 8:30 A.M. Please unload your vehicle and move it to proper parking as quickly as possible. No vehicles will be allowed on the street after 8:30 A.M., all extra stock for booths must be hand carried/dollied to your booth. The street will open to traffic once again at 5:00 P.M.
5. Booth removal will begin at 4:00 P.M. to all vendors. Vehicles to assist in cleanup may come down the street at 4:01 P.M.
6. Festival hours are 9:00 A.M. to 4:00 P.M. Booths removed prior to the end of the festival will potentially void future participation in the Harvest & Herb Festival
7. Vendors are responsible for cleaning and maintenance of the area in and around their booth space. Trash containers will be provided near booths.
8. Each vendor is responsible for liability insurance, sales tax collection, food licenses (determination of need is the responsibility of the vendor) 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 party must remain with the booth at all times.
10. Payment by June 1, 2021 will reserve your same booth space for 2021. Booth requests and payments made after June 1, 2021 will be on first come, first served basis.
11. Only booth spaces approved by the Festival Committee will be allowed, including, but not limited to food booths.
12. Strolling vendors and self-contained vending units will not be allowed without prior written approval from the festival committee.
13. The festival committee will not be responsible for losses due to weather or other unforeseen circumstances. In the event of cancellation, booth fees WILL NOT be refunded.
14. No alcohol will be permitted for any reason, or consumed.

**BOOTH CONFIRMATION ASSIGNMENTS WILL BE SENT TO THE PROVIDED EMAIL ADDRESS BY THE END OF AUGUST OR FIRST PART OF SEPTEMBER.**  
**Questions may be directed to [harvestandherb@gmail.com](mailto:harvestandherb@gmail.com) or 419-788-9459. Thank You.**