



Main Street Norwalk
10 1/2 West Main Street
Norwalk, Ohio 44857
Phone: 419 660 8696
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Dear Past/interested Norwalk Autumn Leaves Festival Participant:

The Main Street Norwalk (MSN) Promotion Committees is proud to announce that this year's festival event will be held on **Saturday, September 18, 2010** in Uptown Norwalk. Enclosed, please find an **Vendor Application** for this year's event. Vendors are defined as; **Art, Craft, Antique, Display, and Information Booths.**

As our practice, applications will be accepted on a first come, first served basis. Approval will be on a first come, first served basis. Please complete the application and return to us at your earliest convenience. We are looking for quality antiques, hand crafted items, and original art works, however, will not limit the vendors to those items only. Demos and hands on activities are highly encouraged and welcome. The decision of MSN Promotion Committee will be final. **There will be no refunds of booth fees under any circumstances, as this will be a rain or shine event.**

DEADLINE INFORMATION

**Applicants for Vendors will be accepted from
June 30th through September 1st, 2010**

Booths are 12 foot by 12 foot spaces. Space fees are as follows:

Single Booth Fee= \$40.00, additional spaces \$20.00 (must be SAME vendor)
Applications must be postmarked by August 30th

Applications postmarked AFTER August 30th:

Single Booth Fee= \$50.00, additional spaces \$25.00 (must be SAME vendor)

110 electrical power= \$15.00

220 electrical power=\$25.00

8 foot tables available for \$7.00 each

If you have any questions, please contact Main Street Norwalk at 419 660 8696.

MAIN STREET NORWALK is a division of the Norwalk Economic Development Corporation, a 501(c)3 not for profit organization. Main Street Norwalk's mission is to preserve, improve, and promote the District as a commercial, cultural, and social center.



The following are some items to remember for participation in our event. We want to have a successful, safe, and well-run event. Please remember to follow these guidelines:

1. Site of Norwalk's Autumn Leaves Festival is Uptown Norwalk. The event is organized by Main Street Norwalk, 419 660 8696.
2. All fees must accompany your application. Checks and money orders should be made payable to **Main Street Norwalk**.
3. Booth set up begins at 7am on Saturday, September 18, 2010. All participants are responsible for securing their own booths and equipment. After unloading booth and equipment, please move your vehicle to designated parking areas. **ALL VEHICLES MUST BE OUT OF THE FESTIVAL AREA BY 10AM. NO VEHICLES WILL BE PERMITTED BACK INTO THE FESTIVAL AREA UNTIL 8pm.**
4. Festival Hours are 11am to midnight, kick off to the festival will take place at 11am with the Pet N Pup Parade through the festival area.
5. All booths must be attended at all times during the festival.
6. No raffles without the prior approval of Main Street Norwalk. If approved, a list of winners must be posted at the Main Street Norwalk/Information Booth prior to 9pm.
7. All booths are to furnish their own garbage bags. Trash boxes will be provided on the street. All garbage must be taken to the designated dumpster when bagged. Bagged garbage will not be permitted to accumulate at your booth space or sidewalk areas. Cardboard, glass, and cans should be recycled. Please help us protect the environment.
8. All booths and garbage must be cleaned up **IMMEDIATELY** following close of the festival. Any deviation from this clean up will exclude participation in future festivals.
9. There will be **NO** refund of booth fees for any reason.
10. Any act beyond the control of Main Street Norwalk preventing the holding of the festival in full or part, neither party shall hold the other liable for any damages of any kind. This event takes place rain or shine.
11. The event does not guarantee or insure the exhibitor's property against damage, loss or injury; nor does it assume any liability in case of damage, loss, or injury. Applicant agrees to indemnify and hold representatives of Main Street Norwalk, the City of Norwalk harmless from any and all liability applicant incurs as a result of the application process or as a result of Applicant's conduct or business as a vendor should the application be approved.
12. The participant agrees to abide by and conform to all laws of the State of Ohio, Huron County, and the City of Norwalk and the event guidelines for the Autumn Leaves Festival. **Signature on application constitutes agreement to these laws, rules, and guidelines.**

THANK YOU FOR YOUR INTEREST IN OUR EVENT! MAIN STREET NORWALK STRIVES TO CONTINUALLY EXPAND AND IMPROVE OUR EVENTS. PLEASE FEEL FREE TO LET US KNOW IF YOU HAVE ANY SUGGESTIONS!



VENDOR APPLICATION
SATURDAY, SEPTEMBER 18, 2010
Vendor Set Up: 7am to 10am
Festival- 11am to midnight
Vendor Area- 11am to 8pm

Booth set up will be between 7am and 10am- vendor area operation will be between 11am and 8pm. For the safety of festival participants and attendees, **NO VEHICLES WILL BE PERMITTED IN THE VENDOR AREAS BETWEEN 10am and 8pm- NO EXCEPTIONS!** Vendors may choose to stay past the 8pm time if they so choose.

Business Name: _____ **Contact Person:** _____

Address: _____ **City:** _____ **State:** _____ **Zip** _____

Phone Number: _____ **Alt. Phone Number:** _____

Email address: _____

The participant agrees to abide by and conform to all laws of the State of Ohio, Huron County, and the City of Norwalk and the rules and regulations of the Norwalk Autumn Leaves Festival.

Signature of Owner: _____

Your Booth (please check all that apply)

Booth spaces will be 12'X12'

___ 12'X12' spaces @ \$40.00 per *Vendor*, Add'l 12X12 spaces @ \$20.00each (please indicate # of spaces)

___ 8ft tables @ \$7.00 each (please indicate # of tables needed, tables)

Electrical Service (please check all that apply)

Main Street Norwalk is obligated **ONLY** to provide electrical power to a receptacle as you request on your application, With this in mind, please list your electrical needs accurately. Main Street Norwalk will **NOT** be responsible for electrical issues that are a result of your equipment, trailer, etc. All electrical connections must conform to all local electric codes. You will need to bring your own extension cords and secure them properly.

___ 220V Service \$25.00 ___ 110V/20 amp service \$15.00 fee

Total _____ (space, tables, & electric)

Method of Payment:

___ Cash- must be dropped off in person to Main Street Norwalk

___ Check/Money Order payable to Main Street Norwalk

___ Visa

___ Mastercard

Credit Card # Exp Date Security Code (3 digit code)

Signature

Please print name as it appears on card

Describe your merchandise (be specific) _____

What hands- on activities will you offer, if any? _____

Any additional Information: _____

Please return application and payment to:

Main Street Norwalk

10 W. Main Street

Norwalk, Ohio 44857

(in the Chamber Building)

*Please call 419 660 8696 or email
mainstreet@norwalknedc.com with any
questions.*

◀ Main Street Norwalk reserves the right to deny any vendor from selling duplicate items, or offering a duplicate activity that has previously been approved for another vendor. Approval will be on a first come, first served basis.