



Dear Friends,

It's Sparks in the Park time again and we are seeking your support as a sponsor. Mark your calendars and get ready because the last weekend in July is just around the corner!!

The ORGANIZATION has been busy preparing for the City's newest and fastest growing event of the year and we are dedicated to making this year's Sparks the best ever!

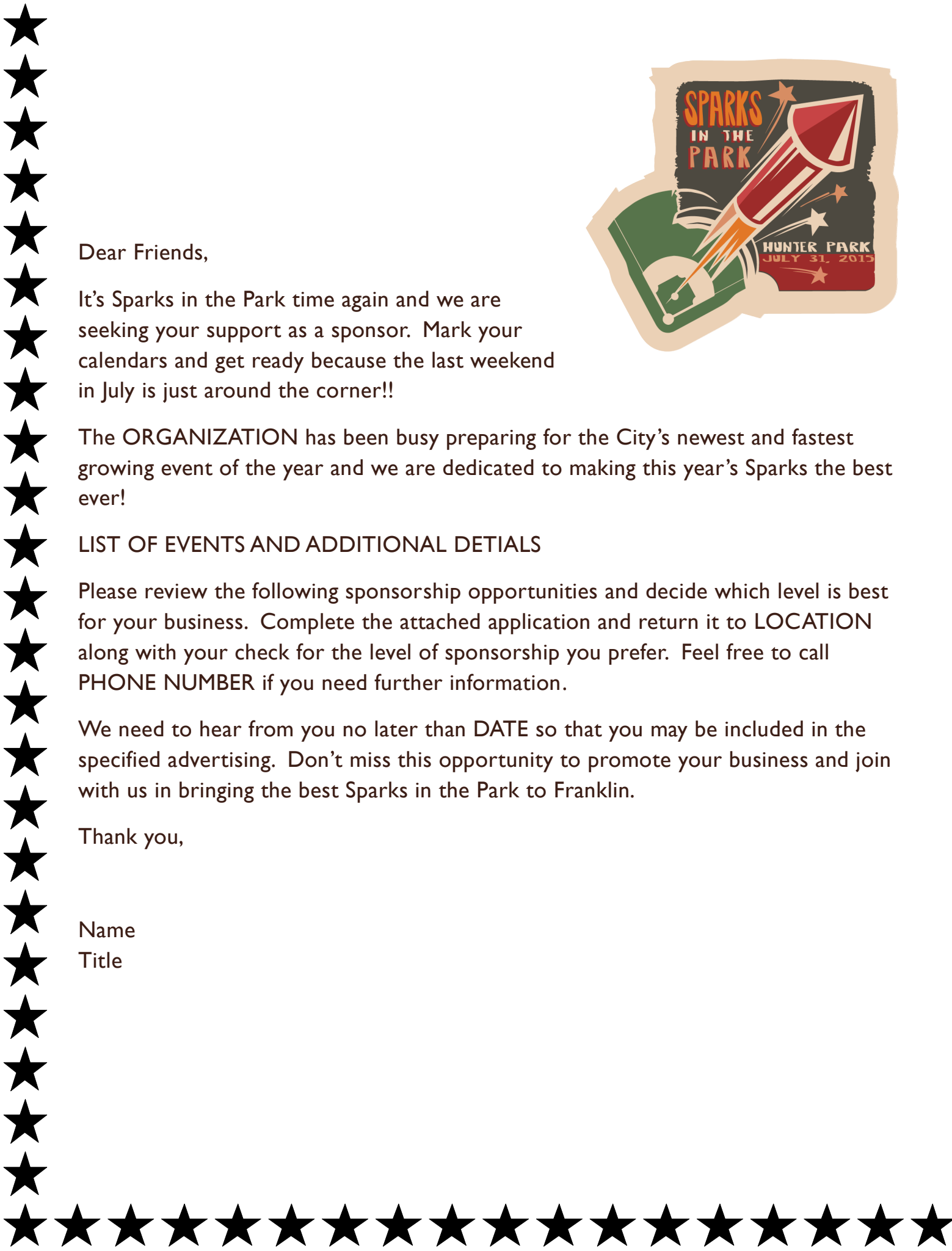
LIST OF EVENTS AND ADDITIONAL DETIALS

Please review the following sponsorship opportunities and decide which level is best for your business. Complete the attached application and return it to LOCATION along with your check for the level of sponsorship you prefer. Feel free to call PHONE NUMBER if you need further information.

We need to hear from you no later than DATE so that you may be included in the specified advertising. Don't miss this opportunity to promote your business and join with us in bringing the best Sparks in the Park to Franklin.

Thank you,

Name  
Title



# 2015 Sparks in the Park



## Sponsorship Application

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Business Name: \_\_\_\_\_



Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_

Sponsoring Level:

<p><input type="checkbox"/> \$1 - \$499</p> <p><b>Level One</b></p> <p>Small Concession Stand Recognition</p> 	<p><input type="checkbox"/> \$500 - \$999</p> <p><b>Level Two</b></p> <p>Level One + Baseball Plaque</p> 	<p><input type="checkbox"/> \$1,000 +</p> <p><b>Level Three</b></p> <p>Level One + Level Two + Major Sponsorship Recognition</p> <p>(contact the committee for more information)</p>
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Friday July 31<sup>st</sup> From TIME to TIME  
Saturday, August 1<sup>st</sup> From TIME to TIME

## Regulations:



1. This application, payment, and release form must be completed and submitted to LOCATION at least **TEN** business days prior to the date of the event/assembly or a permit will not be granted. Please note discounts are available for early PAID registrations (see p.5).
2. If your application is accepted and approved, fees are non-refundable and non-transferable. If the event must be cancelled due to inclement weather, there will be no refunds and the event will not be rescheduled. The City, in its sole discretion is authorized to cancel the event for any reason it deems necessary.
3. Food Vendors are required to submit a detailed menu. The City reserves the right to restrict some of your main menu items in order to minimize competition between vendors. Excluding: beverages and side items.
4. Objectionable items, such as weapons, firecrackers, explosives, knives, water balloons, drug paraphernalia, obscene and/or pornographic materials and illegal items may NOT be sold. No alcoholic beverages may be sold or consumed. Counterfeit items are NOT permitted at the festival. All items must be authentic. The City has the authority to reject applications that suggest the selling of these items and remove these items from the festival grounds.
5. Receipt of any complains or any other criminal behavior shall be just cause for the City's Police Department to ask the vendor to cease and/or disperse. Any Police order for closure and/or dispersal shall be complied with immediately. Failure to comply shall subject the applicant(s) to enforcement action. Such action may result in the Vendor being removed from the future consideration for participation or inclusion of special events.
6. Booth set-up will begin no earlier than TIME and will end no later than TIME on DATE. Booths are to be temporary. Booths removal is allowed only after the event closes on Saturday or as directed by the program coordinator. The vendor is responsible for clean-up and disposal of all trash within his/her immediate area.
7. Vendor is solely responsible to obtain all insurance coverage necessary for Vendor's activities. Applicable food and/or amusement permits remain the exclusive responsibility of the vendor, as required by law and shall be displayed prominently. Food vendors who do not display a State of Ohio or Warren County Health Permit shall be prohibited from selling food. An approved fire extinguisher is required for all vendors utilizing heating/cooking operations and is subject to inspection. Vendors are also responsible for all tax obligations related to their participation at this event.

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8. Vendors wishing to set up trailers on DATE must coordinate the logistics of this request with the event director. All trailers must be removed from the site following the close of the event on DATE unless other specific arrangements have been made and approved.
9. Any item that is sold by a vendor cannot be given away by any other vendor. Any vendor planning on providing complementary items to attendees must receive prior approval.
10. Supporting sponsors providing financial or in-kind donations may apply for one (1) complimentary Permit of equal or greater value of donation provided. Supporting sponsors shall adhere to all applicable requirements identified in this permitting process.
11. A permit will not be granted unless the authorized agent or owner signs this applications and release form.
12. The City, in its sole discretion, shall determine whether to grant the requested permit, grant a modified permit or to deny such permit.
13. Personal Heaters are NOT allowed.
14. Booth Décor – Incredibly creative and unique booths add extra pizzazz to our festival. We encourage our vendors to get creative by decorating their space to help attract visitors and enhance the fun atmosphere we try to create.

### Checklist of What to Include with This Application

- Application
- Check made out to: City of Franklin
- Photos and descriptions of your product & booth  
(if you are a returning vendor, it is not necessary to provide images of your booth and product – unless you have a new product line)
- Electric Requirements Form (if applicable)

Please return your completed vendor application, photos, and check to:  
ADDRESS  
ADDRESS

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## Rental Fees:



### **Non-Profit Information Booth .....\$30.00**

Booth space is 10' x 10'. The vendor will furnish tent, tables, chairs, etc. A non-profit information booth shall be defined as any booth distributing information for a non-profit group or agency. Non-profit organizations will be required to present proof of non-profit status with registration.

### **Craft Booth/Personal Sales Consultants (Home Show Booking) .....\$60.00**

Booth space is 10' x 10'. The vendor will furnish tent, tables, chairs, etc. Merchandise must be new or restored. No booth will be renter for "carport, yard, garage, or rummage sale" purposes. A minimum of 70% of merchandise offered for sale is required to be handmade. The sale of bake sale items will not be permitted in craft booths. Bottled items such as honey, jams, jellies, and relishes may be sold. The sale of beverages in craft booths is strictly prohibited. There shall be no items sold which are in direct competition with the City of Franklin. Franklin Special Events has the sole discretion of determining whether a vendor is in direct competition.

### **Business Booth .....\$85.00**

Booth space is 10' x 10'. The vendor will furnish tent, tables, chairs, etc. A Business shall be defined as any booth selling merchandise that is not handmade (herbs, costume jewelry, perfume, etc.) or that is advertising a business/organization (promotional give-away, pamphlets, etc.).

### **Food Booth ..... \$150.00**

Single concession trailer. Actual dimensions of trailers must be documented and submitted at the time of application. Otherwise, Booth space is 10' x 10'. The vendor will furnish tent, tables, chairs, etc. but cannot obstruct the flow of traffic. A food booth shall be defined as a booth for preparing and selling food on-site. Food booth applicants will be required to present a full menu at the time of registration for approval. All tents, trailers, etc. must fit within the booth space allotted by the City of Franklin.

Use of portable generators is not permitted. Electrical needs in excess of 110 volt supplied generator power must be per-approved by making applications via the separate electrical Permit which is available at [www.franklinohio.org](http://www.franklinohio.org).

Warren County Environmental Health – Food Safety Program Info:  
<http://www.wcchd.com/environmental-food-safety.aspx>

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**IMPORTANT**

Vendors who do not have an approved permit will be asked to cease any activity immediately.

**RELEASE**

The undersigned hereby agrees to assume all risk of injuries to property or persons or death resulting from participation in this event/assembly. The undersigned further agrees to protect, indemnify, and hold harmless the City of Franklin, its representatives, agents, and/or employees against any and all claims, demands, or liabilities for death, personal injuries, or property damage, including court costs and counsel fees, arising from participation in this event/assembly.

I, the undersigned, hereby request the granting of an Event/Assembly Permit, and by my signature, I am indicating my understanding of the regulations set forth herein. Further, by my signature, I am indicating my understanding and voluntary agreement to the Release of the City of Franklin from any liability associated with this event/assembly.

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

## Early Registration Discounts on Booth Rental Fees Increase Your Profitability!

Paid Registration **RECEIVED** (Not postmarked) by DATE will receive a 20% Discount

Non Profit	Craft/Personal	Business	Food
\$24	\$48	\$68	\$120

Paid Registration **RECEIVED** (Not postmarked) by DATE will receive a 10% Discount

Non Profit	Craft/Personal	Business	Food
\$27	\$54	\$76.50	\$135

*Discounts do NOT apply to Additional Electrical Permit*

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# Vendor Event/Assembly Permit



Application #: \_\_\_\_\_

City of Franklin, Ohio  
**VENDOR EVENT/ASSEMBLY PERMIT**  
LOCATION: Sparks in the Park 2015

DATE(S): Friday, July 31<sup>st</sup>, 2014 & Saturday, August 1, 2014  
TIME(S): Set Up Begins DATE, TIME and Tear Down Begins DATE, TIME

- Non-Profit Information Booth** .....  
A non-profit information booth shall be defined as any booth distributing information for a non-profit group or agency. Non-profit organizations will be required to present proof of non-profit status with registration.
  
- Craft Booth/Personal Sales Consultants (Home Show Booking)** .....  
A craft booth shall be defined as the sale of new or restored merchandise, or which a minimum of 70% is required to be handmade. Bottled items such as honey, jams, jellies, and relishes may be sold. The sale of beverages in craft booths is strictly prohibited.
  
- Business Booth** .....  
A Business shall be defined as any booth selling merchandise that is not handmade or that is advertising a business/organization.
  
- Food Booth** .....  
A food booth shall be defined as a booth for preparing and selling food on-site. Food sales shall adhere to the approved menu submitted at the time of registration. The correct measureable dimensions of trailers shall be recorded on the registration form at the time of registration. All tents, trailers, etc, must fit within the booth space allotted by the City of Franklin. A separate application for electrical needs must be completed at the time this application is submitted. No portable generators are permitted.

The above-referenced application is hereby granted subject to the following conditions:

\_\_\_\_\_  
\_\_\_\_\_

<b>For Office Use Only</b>
Special/Credit Allowance: \$ _____
Amount Due to be Submitted with Original Signed Application \$ _____

Please Return The ENTIRE Application