



Merchandise Vendor Information

2012 Dublin Irish Festival

Application Deadline March 1, 2012

Take advantage of an expected three-day crowd of 100,000 plus by bringing your items to the Dublin Irish Festival in Dublin, Ohio.

2011 Dublin Irish Festival – August 3, 4 & 5

What is the Dublin Irish Festival?

Recognized as one of the best Irish festivals in the country, the Dublin Irish Festival is the cornerstone of Dublin events. The Festival includes six continuous entertainment stages featuring the best in Irish dance and music. Marketplace booths, cultural exhibits and demonstrations showcase Ireland's finest trades, gifts and wares.

This year we expect to have approximately 80 vendors in Marketplace and Emerald Arts Isle.

Who is eligible to apply?

Applicants must be a year-round and/or seasonal operation with proven festival operational experience. Applicants must have all necessary licenses and insurance. The owner takes full legal responsibility for participation and is the party for whom all transactions will be conducted.

How do I apply?

Fill out the enclosed application and make sure it is postmarked by **March 1**. New vendors should send samples and/or photographs that will not be returned. While photos are acceptable, a sample item or two will directly show the committee the quality/type of merchandise you sell and allow them to judge you more fairly. Samples will not be returned but will be used for volunteer gifts.

While web sites might be viewed, they are not a substitute for samples and photos. A photo of your booth at another event is **required** for new vendors. Photos can be emailed or hard copies should be sent, CD-ROMs will not be viewed.

No money needs to be sent at this time.

How are vendors selected?

At least 90 percent of your products should be Irish or Irish themed. The spots for vending are limited and only vendors with unique product lines will be added. The committee will review all applications and accompanying material. (Returning vendors are assessed both on product content as well as past festival participation.)

All decisions of the committee will be final.

Only items included on the original application will be allowed to be sold on-site (unless the committee grants permission before the Festival). The committee reserves the right to choose which of the items listed on your application will be allowed to be sold. On the application, list most important items first.

Will I receive confirmation of my application?

You will receive an email or postcard to indicate we have received your application. On or before April 15, you will receive an acceptance or decline letter.

Timeline

March 1 Applications must be postmarked
April 15 Acceptance, decline letters sent
May 5 Down payment and contracts must be postmarked
June 23 Final payment must be postmarked

Vendor Space Options

(DO NOT SEND ANY MONEY AT THIS TIME – IF ACCEPTED, DOWNPAYMENT WILL BE DUE ON MAY 5)

Included in your fee is space inside a tent, lights and electric service.

	Marketplace	Emerald Arts Isle
10’ x 10’ space	\$725	\$550
10’ x 15’ space	\$900	\$700
10’ x 20’ space	\$1175	\$875

How are vendors set up?

All vendors are placed in a tent **provided** by the Festival. Vendors are set up to allow a 5-10’ walkway in front of each vendor. In addition, there is approximately 5’ space between each vendor.

What is the Emerald Arts Isle?

The Emerald Arts Isle is designed to be a mini arts festival inside the Dublin Irish Festival showcasing handcrafted Celtic items. Over the years, it has showcased some of the best Irish and Celtic artists from North America. The area is promoted separately and is physically separated from Marketplace.

Requirements for Emerald Arts Isle:

- All work must be the original hand-produced work of the artist; studio or production work is not acceptable.
- We will not accept work from commercial molds, kits, or manufactured work.
- Collaborating artists are permitted; however, only their joint work must be shown.
- Artists may only sell work in those media in which they are accepted.
- All applicants for Emerald Arts Isle (including past vendors) must submit a minimum of 25-word artist statement describing their process and how it relates to the above criteria.

The Committee will make final decisions on which area you will be placed in.

Contact:

Alison LeRoy
aleroy@dublin.oh.us
614-410-4545 – Main Phone Line
614-410-4503 - Direct Phone Line
5620 Post Road
Dublin, OH 43017



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Late or incomplete applications will not be reviewed. Applications can be e-mailed to aleroy@dublin.oh.us or printed out and mailed to: Marketplace Applications, 5620 Post Road, Dublin, OH 43017 or faxed to 614-453-8706.

Marketplace Emerald Arts Isle (Please mark 1st choice, committee will make final decision)

Size Requested: 10' x 10' 10' x 15' 10' x 20'

Note: You cannot change the size after application unless permission is given from the Festival

Vending Name _____

Legal Business Name (if different) _____

Primary Contact Person _____

Secondary Contact _____

Address _____

City _____ State _____ Zip _____

Phone _____ Mobile Phone _____

E-mail _____

Web Site _____

References from other festivals (new vendors only):

1. Event Name _____

Contact Person _____

Phone Number or e-mail _____

2. Event Name _____

Contact Person _____

Phone Number or e-mail _____

3. Event Name _____

Contact Person _____

Phone Number or e-mail _____

Product Information

List your items in order of importance. Past vendors –please do not say “same as last year”

- Attach sheet or use back of application if you need more room
- Previous vendors only, mark if new item in product line
- Please list items grouped by major categories such as t-shirts, jewelry, etc., instead of separately, such as green t-shirts, white t-shirts, etc.

Applicants should send quality samples or photos that give the best representation of your product line and its level of quality, as well as a photo of your booth set-up at an event.

1. Item _____ New
Price Range for each item: _____

2. Item _____ New
Price Range for each item: _____

3. Item _____ New
Price Range for each item: _____

4. Item _____ New
Price Range for each item: _____

5. Item _____ New
Price Range for each item: _____

6. Item _____ New
Price Range for each item: _____

7. Item _____ New
Price Range for each item: _____

8. Item _____ New
Price Range for each item: _____

9. Item _____ New
Price Range for each item: _____

10. Item _____ New
Price Range for each item: _____

In order to better understand the offerings of our vendors, we ask that you fill out this form. This is important for both past and new vendors. This will help us determine a better product mix, offer a wider variety, and reduce duplications.

___ % Clothing/Casual (T-shirts, sweats, socks, etc.)	___ % Gift Ceramics/China (mugs, figurines, etc.)	___% Other (please specify) _____
___ % Clothing/Dress (Sweaters, capes, skirts, etc.)	___ % Misc. gift wear (key chains, bumper stickers, etc.)	___% Other (please specify) _____
___ % Other Textiles (wall hangings, blankets, linen, lace, etc.)	___ % Woodcrafts	___% Other (please specify) _____
___ % Fine Ceramics Crystal/China (Belleek, toasting glasses, pottery, etc.)	___ % Jewelry	___% Other (please specify) _____
	___ % Wall Art (photography/paintings/prints)	___% Other (please specify) _____
	___ % Media (books, videos, cds)	_____

Artist Statement:

Please provide an artist statement of at least 25 words. (All Emerald Arts Isle Vendors **must** fill out describing your process or how you make your products. This statement will help us determine if you fit the qualifications for Emerald Arts Isle. Applicants for the Marketplace area do not need to fill out):

Application must be postmarked by
March 1, 2012

Vendor Regulations

2012 Dublin Irish Festival



All accepted vendors will be required to sign a document that they agree to the following regulations and also a release and waiver of liability form. The Festival reserves the right to revise these rules before the confirmation process.

I. General Requirements/Provisions

- A. VENDOR acknowledges and agrees that they are not an agent or employee of DUBLIN. DUBLIN and VENDOR are fully independent and non-affiliated entities and nothing in these regulations shall be construed to constitute the relationship between VENDOR with DUBLIN as a partnership, association, master/servant or joint venture.
- B. VENDOR is solely responsible for complying with all federal, state and local laws, including, but not limited to, tax laws. Additionally, VENDOR agrees to comply with any applicable health, safety and/or fire rules and regulations.
- C. No provision contained in these regulations may be changed, modified, or altered except by an instrument approved, in writing, by DUBLIN.
- D. No discrimination for reasons of race, religion, sex, age or country of national origin shall be permitted or authorized by VENDOR.
- E. DUBLIN is the sole and exclusive owner of all rights, title and interest in and to the Dublin Irish Festival logo or City of Dublin logo. No VENDOR is permitted to use the Dublin Irish Festival logo or City of Dublin logo without specific written approval.
- F. Nothing in this document shall be interpreted to confer any exclusive rights including, but not limited, the exclusive right to sell any individual product or service. DUBLIN reserves the right to sell any product and/or have more than one vendor sell the same or similar products or services.
- G. VENDORS and its staff, employees, volunteers, contractors, and agents shall leave the Festival grounds in the condition in which it was provided. This means that VENDORS shall not damage the facilities, buildings, trees, pavement, and other property located on the Festival grounds or other City Property.
- H. VENDOR acknowledges that they have NO right to privacy while on Festival grounds. DUBLIN reserves the right to inspect, at any time and without cause, any vehicle, golf cart, tent, area or space (to specifically include all items, packages, etc.) on Festival Grounds.

II. Set-up/Tear-down/Staffing/Access

- A. DUBLIN shall provide VENDOR access to the Festival grounds during the following times for set-up:

(vendors must check in with a staff person or volunteer before final time each day, but can stay later to continue set-up)

- i. Wednesday 10 a.m. – 4 p.m.
- ii. Thursday 9:00 a.m. – 5:30 p.m.
- iii. Friday 8:30 a.m. – 2:00 p.m.

ALL VEHICLES NOT REMAINING ON FESTIVAL GROUNDS MUST BE REMOVED BY 2 P.M. FRIDAY

- B. VENDORS must check in with Festival representative before setting up.

- C. VENDORS must be open for service during the following periods:

- i. Friday 4:00 p.m. - 11:30 p.m.
- ii. Saturday 11:00 a.m. - 11:30 p.m.
- iii. Sunday 11:00 a.m. - 8:30 p.m.

- D. VENDORS will have access to Festival grounds starting at 9:30 p.m. for tear-down on Sunday

E. All VENDORS and each of their staff, agents or volunteers must wear credentials when working and will need a participant ticket before entering Festival grounds. It is the sole responsibility of each VENDOR to ensure all their employees, staff and/or volunteers have tickets to access Festival grounds for each day of the Festival.

III. Security

VENDOR and/or their staff are solely responsible for the storage of all items and/or products. DUBLIN is NOT responsible for any items and/or products left unattended or unsecured.

IV. Vehicle Access/Deliveries

- A. Vehicles will only be allowed to drive on City property and/or Festival grounds during set-up times listed in section II.A. and at the following times:

- i. Saturday 12:15 a.m. – 1:00 a.m. & 8 a.m. – 10:00 a.m.
- ii. Sunday 12:15 a.m. - 1:00 a.m., 8 a.m. – 9 a.m. & 9:30 p.m. – 11p.m.
- iii. Monday 7 a.m. – 5 p.m.

- B. Vehicles may NOT park, idle, or block roadways being used by Festival patron shuttles at anytime. If an unauthorized vehicle is found in violation, the owner will be asked to remove it immediately. Failure to remove a vehicle will result in a parking ticket and the vehicle being towed.

- C. All equipment and materials must be removed from City property and/or Festival grounds by 5 p.m. Monday.
- D. At DUBLIN's sole discretion, some vehicles for food vendors only (including golf carts) may be permitted to remain on site during the Festival. On Friday and each morning of the Festival, a staff member will be checking the grounds and will distribute a permit to those vehicles permitted to stay on the grounds. If an unauthorized vehicle is found on the grounds, the owner will be asked to remove it immediately. Failure to remove a vehicle will result in the vehicle being towed. Food Vendors only are allowed one vehicle; this does not include a trailer if it is in the serving area. The vehicle is not to be larger than a standard box truck. If permitted, vehicles must be parked and secured so that they are not readily accessible to the patrons and/or guests.
- E. VENDORS will receive one parking pass per vending location to park in a designated area near the Festival. All other vehicles will need to be parked in Festival general parking.
- F. VENDORS are responsible for damages caused by it and its staff, employees, volunteers, contractors, or agents.
- G. VENDORS must notify and make prior arrangements with DUBLIN for deliveries of equipment, food or tents.

V. Utility Connections

- A. DUBLIN shall provide access to electrical power on Festival grounds.
- B. DUBLIN may also provide access to water.
- C. The grounds on which the Festival are held are within a Wi-Fi network which is administered by a private third party. VENDOR, at their sole discretion, may contract and/or enter into an agreement with Wi-Fi provider for service.
- D. DUBLIN may also provide access to use an on-site refrigerated truck. All materials must be removed by 8 a.m. Monday morning from truck or it will be discarded.
- E. VENDOR shall be permitted to use only electrical service of the nature and amount as approved by DUBLIN.
- F. Overnight power will be provided on Friday and Saturday nights. No overnight power will be provided any other night unless VENDOR is located in an area that is not run on generators. Power will not be guaranteed until Friday at 10 a.m.
- G. To prevent unsafe conditions, DUBLIN shall provide an electrical contractor on Festival grounds. No other electrical contractor will be permitted to install electrical facilities at the Festival.
- H. VENDOR may utilize the silver outlet boxes and make "plug-in" connections to same. Under NO CIRCUMSTANCES may VENDOR make any connections to and/or have any contact with the electrical generators on site.

- I. All VENDORS are required to supply 100 foot, three-prong UL listed electrical extension cords approved for outdoor use. Zip cords (two-wire electrical cords used in homes) are not acceptable.
- J. Electrical services are provided solely for the convenience of VENDOR without warranty and/or representations. VENDOR specifically acknowledges and agrees that DUBLIN shall have no liability for any claims whatsoever relating to the provision of electrical power or for any failure to provide electrical power.
- K. Access to water is provided solely for the convenience of VENDOR without warranty and/or representations. VENDOR specifically acknowledges and agrees that DUBLIN shall have no liability for any claims whatsoever relating to the provision of access to water or for any failure to provide access to water.
- L. Access to the Wi-Fi network is provided solely for the convenience of VENDOR without warranty and/or representations. VENDOR specifically acknowledges and agrees that DUBLIN shall have no liability for any claims whatsoever relating to the Wi-Fi network or for any failure to provide access to the Wi-Fi network.
- M. Refrigeration services are provided solely for the convenience of VENDOR without warranty and/or representations. VENDOR specifically acknowledges and agrees that DUBLIN shall have no liability for any claims whatsoever relating to the provision of refrigeration or for any failure to provide refrigeration.

VI. Conduct

- A. VENDOR and its employees, staff, volunteers, contractors, or agents are prohibited from taking any action that would be inconsistent or in violation of any State of Ohio Liquor Permit that DUBLIN or any other party/sponsor may have obtained including, but not limited to, providing their own alcoholic beverages on the Festival grounds.
- B. The Festival is intended to have a family atmosphere and to be appropriate for DUBLIN residents, guests and other visitors. As such, VENDOR and/or its employees, staff, volunteer, contractor or agent shall be prohibited from engaging in any conduct, action, gestures or language that would be inappropriate in such a setting.
- C. DUBLIN reserves the right to request removal of items including pictures, posters, billboards, merchandise and other items used, worn or sold by VENDOR and/or its employees, staff, volunteer, contractor or agent if, in DUBLIN's sole discretion, the material is not appropriate and/or conducive to the family atmosphere of the Festival or violates any rules and/or regulations of DUBLIN or the Festival.

VII. Weapons/Hazardous Materials

- A. VENDORS and its staff, employees, volunteers, contractors, and agents are prohibited from carrying in a concealed manner or otherwise bringing onto Festival grounds any firearms, knives, stun guns, tasers or any other item that may be used as a weapon.

- B. VENDORS and its staff, employees, volunteers, contractors, and agents are prohibited from bringing toxic, poisonous or hazardous substances onto the Festival grounds. DUBLIN, in its sole discretion, shall determine what constitutes a toxic, poisonous or hazardous substance.

VIII. Approval of Vendors

- A. Only pre-approved VENDORS are permitted on Festival grounds. No VENDOR may assign, delegate, share or transfer their right and/or ability to participate in the Festival without prior written approval from DUBLIN.
- B. VENDOR acknowledges that DUBLIN makes no representations and/or warranties regarding anticipated sales or sales opportunities.

IX. Approval of Products

- A. DUBLIN, in its sole discretion, shall have final approval over all products and the prices at which the products are sold.
- B. All products sold by VENDOR must have been included on the original application; any additions must be approved, in writing, before the Festival by DUBLIN. VENDOR is prohibited from selling and/or displaying any item or product that would be inconsistent with the products/items previously approved by DUBLIN.
- C. Additionally, VENDOR is prohibited from selling any product/item that would be inconsistent with any sponsorship agreement that DUBLIN may have with any third party.
- C. No VENDOR may sell soft drinks. Food VENDORS only are permitted to sell water from an official sponsor at pre-approved prices. No other beverages may be sold by VENDOR unless approved by DUBLIN. No alcohol may be sold.
- D. Ice, water, and pop are available to purchase from the Festival (pop purchases are for individual usage only/ no sales). Prices will be set based on prices from supplier. VENDORS that purchase ice, water, or pop will receive an invoice on Sunday after 6:30 p.m. Unused pop or water cases purchased from the Festival may be returned to the North/South Beverage Corrals no later than 6:30 p.m. on Sunday for a credit to their account. Beverage cases must be returned in full by product type. VENDORS may pay their invoice inside the Dublin Community Recreation Center at the Beverage Fund-raising Headquarters from **7:30 p.m. till 9:30 p.m.**
- E. Marketplace and Emerald Arts Isle VENDORS are only allowed to sell pre-approved food items that are Irish in nature or theme and are pre-packaged.
- F. Food VENDORS are not allowed to sell any non-food or beverage item unless pre-approved.
- G. VENDORS shall have no right to sell any product at the exclusion of other VENDORS or DUBLIN who wish to provide the same or similar products.

X. Vendor Requirements

- A. DUBLIN, in its sole discretion, shall determine the VENDORS location. VENDORS shall accept vending locations as is. DUBLIN may, in its sole discretion, reassign vending locations at any time.
- B. DUBLIN, in its sole discretion, shall have final approval for all signs, menu boards, or other advertising materials displayed at the Festival. In addition, DUBLIN reserves the right to request the removal of any sign or banner if, in DUBLIN's sole discretion, the sign or banner contains illegal, misleading, or other offensive content that is deemed inappropriate and/or not conducive to the family atmosphere of the Festival. Banners must be attached securely to the tent or other structure.
- C. No VENDOR is allowed to set up or sell any products or signage outside of their assigned areas. Nor is any VENDOR allowed to promote and/or advertise outside of their assigned areas.
- D. Festival staff has the right to ask for music in a VENDOR area to be turned down or cease any other activity that may interfere or disrupt the Festival.

XI. Trash and Recycling

- a. DUBLIN shall provide food VENDORS with designated recycling and composting bags and/or receptacles.
- b. DUBLIN requires that VENDORS make all efforts to recycle any recyclable materials and compost any food waste.
- c. VENDORS are responsible for breaking down and stacking cardboard and will bag all trash and/or place in proper receptacles.
- d. VENDORS will not leave trash in any walkways or other areas that Festival guests will use. All trash should either be taken to dumpsters or put in locations outside the public areas.

XII. INSURANCE

All VENDORS must provide DUBLIN proof of commercial general liability insurance on an "occurrence" basis with liability limits in the amounts of \$1,000,000.00 per occurrence covering personal injury, bodily injury and property damage; list as additional insured the City of Dublin. VENDORS shall provide DUBLIN proof of such coverage by June 25, 2012. VENDORS not providing proof of insurance by the deadline may be assessed a late fee of \$500.00. Questions should be directed to City of Dublin Risk Manager, Ron Whittington, 614-410-4411. VENDOR is also responsible for obtaining Certificates of Insurance for any and all subcontractors hired by VENDOR. Additionally, VENDORS have an ongoing duty to notify DUBLIN of any changes to its insurance coverage up to and through the end of the Festival.

XIII. Cancellation/Suspension of Operation or Evacuation

- A. In the event that DUBLIN cancels the Festival and such cancellation occurs on or before the 90th day prior to the start of the Festival, DUBLIN will refund the full amount of any rent fees previously paid by VENDOR. For cancellations by DUBLIN or for cancellations by VENDORS occurring after the 90th day prior to the start date of the Festival, DUBLIN may, at their sole discretion, refund any rent fees.
- B. DUBLIN, in its sole discretion, may suspend Festival operations or order an evacuation in the event of a weather related situation or any situation that may expose any official, employee, volunteer, resident, or guest to any property damage, bodily injury, death, or civil strife of any kind. In the event that DUBLIN temporarily suspends Festival operations, VENDORS agree to the following:
 - i. VENDOR and its employees, staff, volunteers, agents, contractors shall immediately discontinue sales of products and leave the Festival grounds. Those remaining on Festival grounds assume all liability for personal injury or damage to property resulting from remaining on Festival grounds.
 - ii. DUBLIN will not provide a refund, nor will DUBLIN be responsible for a diminution or loss in revenue, due to a suspension in operation, cancellation or closure. In the event that the suspension of operation causes a prolonged closure, as solely defined by DUBLIN, DUBLIN may, at its own discretion, provide a refund to VENDORS.

XIV. Fine System

In order to ensure regulation compliance, the following fine system has been established. Vendor liaisons will monitor the VENDORS with DUBLIN staff taking action if necessary.

- A. The VENDOR will receive one warning from a Festival representative and will have one hour to remedy any problem and/or violation of these regulations or any rules imposed by DUBLIN.
- B. If the problem or violation is not corrected in a timely manner, the VENDOR will be charged a \$250 fine, which must be paid immediately to a Festival staff member.
- C. If payment is not made, the VENDOR will be asked to vacate Festival grounds and will not be accepted into the 2012 Festival.
- D. VENDOR may be asked to vacate Festival grounds and will not be accepted into the 2012 Festival if they commit multiple violations of these regulations or any rules imposed by DUBLIN.
- E. Notwithstanding the foregoing, a VENDOR may be immediately removed/ejected from Festival grounds if they cause any situation or condition that may expose DUBLIN, its officials, employees, volunteers, residents, or guests to any property damage, bodily injury, death, or civil strife of any kind.