



2011 Cleveland Asian Festival

AsiaTown

Saturday/Sunday, May 21-22, 2011
Payne Avenue & E. 30th Street, Cleveland, Ohio
11am - 7pm / Tel: 216.539.4634

Market Place Vendor & Health Pavilion Application Form (Deadline is March 31 2011)

Vendor/Provider Name: _____

Contact Name: _____

Website: _____

Address: _____

City: _____

State: _____

Zip: _____

Phone (Cell Preferred): _____

Email: _____

Market Place Outdoor Booths: (Includes 10'x10' tent and space, 8 ft. table and 2 chairs)

- Commercial Booth for 2 days (Permit required for selling of merchandise) **\$350.00**
- Small Business (Permit required for selling of merchandise) **\$250**
- Non-Profit Booths for 2 days **\$200.00** (Deduct \$100 if you bring own 10'x10' Tent)

Asia Plaza Indoor Tables: (Includes one 8 ft. table and 2 chairs for TWO days)

- Cultural Display Table **\$50** Country: _____
- Non-Profit/Informational Table **\$50**
- Commercial Booth (Permit required for selling of merchandise) **\$250**

Extras:

- \$100** for a prime location (subject to availability).
- \$25** for one electric outlet (you must bring your own extension cord). Item: _____
- \$25** each for additional tables. Qty: _____
- \$5** each for additional chairs. Qty: _____

Briefly describe the type of craft, merchandise, or service that will be provided at your booth and your range of pricing. Arts and Craft vendors must include pictures. (Attach additional sheets if needed). Please be specific, as this will aid in our screening process. (No bottled water or soft drink sales)

Please enclose Bank/Cashier/Business Check or Money Order made payable to: **St. Clair Superior Development Corporation.**

\$50 late fee assessed after March 31st. Mail payment and form(s) to:

Cleveland Asian Festival c/o SCSDC
4205 Saint Clair Avenue, Cleveland, OH 44103-1121
(216) 539.4634

I hereby, for myself, my heirs, and executors, and as authorized representative of the above-named vendor waive, release, a forever discharge any all rights, and claims for damages, demands, or actions which I may have or may hereafter accrue to me against Cleveland Asian Festival, Asia Plaza, St. Clair Superior Development Corp., events sponsors, affiliate organizations, and its affiliated owners and all other sponsors of 2011 Cleveland Asian Festival for any and all injuries suffered even death, by me in any manner related to the Cleveland Asian Festival, including but not limited to set-up, festival events, breakdown, and clean-up in said events. I further understand that I have read Cleveland Asian Festival Rules and Regulations and agree to comply. I also hereby authorize the Cleveland Asian Festival to photograph, videotape, film and record (including but not limited to film, tape, or any other medium), my appearance, my booth, behind the scenes, or working as crew; to edit the same at its discretion and to include it with others and with sound effects, special effects, digital effects and music; to incorporate the same into the Picture, trailers, posters or other materials or programs related to Cleveland Asian Festival; to use and to license others to use such records and photographs in any manner or media whatsoever, including without limitation unrestricted use for purposes of publicity, advertising and sales promotion; and to use my name, likeness, voice, biography or other information concerning me in connection with the festival and for any other purpose associated with the festival. By signing this application, I certify that the information provided is true and accurate and that I am complying with all state and federal statutes and tax regulations. I also certify that I have the necessary vendor permit to operate a booth at the Cleveland Asian Festival.

Signature: _____

Date: _____

www.ClevelandAsianFestival.org

Rules and Regulations:

- A non-refundable vendor fee for the full amount shall be paid with the completed application prior to March 31st, 2011. A \$50 late fee will be assessed for applications submitted or postmarked after March 31st.
- All commercial merchandise vendors are required to have proper vendor permit from the Cuyahoga County Auditor or the State of Ohio Department of Taxation. Applications can be downloaded at www.ClevelandAsianFestival.org or call 216.539.4634 for assistance. Please include a copy of permit and mail in with your application.
- No selling/distribution of any non-Asian specialty beverages are permitted unless prior arrangements are made with the Cleveland Asian Festival. CAF reserves the exclusive right to sell bottled water and soft drinks.
- All goods displayed and/or sold must meet acceptance by the Cleveland Asian Festival Committee prior to the event. (No swords, knives, or weapons of any kind).
- No nails, birdseed, and helium tanks (larger than 3 ft.) will be permitted. Staples and thumbtacks are permitted, but must be removed following the event.
- Vendors may NOT leave their booth for the purpose of attracting customers or physically handle guest. Vendors should not distract guest with loud speech or performances outside of their booth/space. Vendors may offer samples or freebies and/or an activity within their booth to attract guest.
- All Vendors must supply their own table covering/skirting and banner/signage.
- Each vendor is responsible for the maintenance and clean-up of his/her own area. You must store boxes and additional supplies out of sight during festival hours (i.e. under your covered table). Please keep a tidy appearance and dispose trash and recyclables in their proper containers (provided by the festival).
- All booth/table spaces must remain open according to the published schedule, unless approved in writing, by the Festival Executive Committee.
- Electricity that is ordered allows only one outlet connectivity. Please bring your own 100' extension cord, surge protector, and heavy duty tape.
- All vendors are to comply with the following set-up schedule and regulations:
 - (a) Set-up hours will be 8 a.m. to 10:30 a.m. All vehicles must be removed from the area by 10:45 a.m.
 - (b) All Vendors are required to be set-up and ready for inspection and operation no later than 11 a.m.
 - (c) Retail Vendors should park in the designated lots immediately after unloading.
 - (d) Vendors must not tear down / leave prior to close of event without permission from an Exec Committee member.
- Security will be provided from 8 a.m. Saturday until 8 p.m. Sunday evening. However, neither the Cleveland Asian Festival nor the City of Cleveland shall handle, care for, or act as custodian of any equipment or property at the event, and shall not be liable for any loss or damage to such property. Any special storage needs must be discussed with CAF prior to the event.
- Chairs and tables specifically provided for the use of dining areas, entertainment areas or other booths must not be moved into your booth. You may order additional tables and chairs on the application form or supply your own. Please have your personal tables and chairs clearly labeled to prevent any misunderstanding.
- Do not leave cash or completed charge slips with signatures unsecured or visible to the public (do NOT use clear containers for cash boxes).
- It will be the responsibility of each vendor to follow applicable local, state, federal and the Cleveland Asian Festival Rules and Regulations, and to maintain safe working conditions. Cleveland Asian Festival, Asia Plaza, and the Cleveland Police may stop any hazardous activities or the use of particular equipment/item which they deem unsafe.
- CAF does NOT allow pets on festival grounds with the exception of service or guide dogs.
- Submission of Vendor Application does not guarantee acceptance. Results of your application will be communicated to you via email or phone by mid-April.
- Return Vendor Application and City of Cleveland Permit forms (if applicable), photos, non-profit status, etc. by March 31st, 2011. Applications received after March 31st is subject to a \$50 late fee.
- All photography/video/visuals and sound bites taken during the festival will be used for future CAF promotion.
- For additional information, please visit Cleveland Asian Festival website at www.ClevelandAsianFestival.org, or call 216.539.4634 or email to info@clevelandasianfestival.org