

# Alive 2012 Product Vendor Information

**Early Product Vendor Set-Up Time (Optional):** *Security will be provided throughout the festival.*

	Start	End
Tuesday June 18, 2012	1 pm	6pm

**Normal Product Vendor Set-Up Time:**

	Start	End
Wednesday June 19, 2012	8am	12 noon

**Mandatory Times of Operation:**

Dates	Open	Close for	Close for night
Wed. June 20, 2012	12 noon	Eve. Speaker	11:00 pm
Thur. June 21, 2012	12 noon	Eve. Speaker	11:00 pm
Fri. June 22, 2012	12 noon	Eve. Speaker	11:00 pm
Sat. June 23, 2012	12 noon	Eve. Speaker	11:00 pm

**Vending Rental Fee:** The rental fee is \$800 per booth for the entire event. This cost includes two (2) Vendor Passes (which serve as entrance to the festival but do not include camping or showers), one (1) eight foot long table, and two (2) chairs. Electric outlet in your booth can be provided for \$75 each (4 plug outlet). Each booth is approximately 9' X 9' and located in the large Vending & Display Tent located in a high traffic area at the rear of the amphitheater. Please attach a summary list of items you intend to sell in your booth(s) at the Alive Festival.

**Sales Percentage:** In addition to the rental fee of \$800 per booth, 10% of gross sales will be paid from each day's earnings to the Alive Festival.

This is your cost of doing business and should be figured in the price you will be charging for your products. The rental fee is due with your signed application and your sales percentage is due at the time of your checkout on Saturday night. To be a vendor the fee is \$800 per booth PLUS 10% of gross sales. You cannot leave the festival grounds without settling with the festival Vending Tent Coordinator and/or the festival director. You can pay by cash or by credit card. (Mastercard, VISA or Discover)

**Taxes:** As a vendor, you are responsible for collecting any and all applicable taxes. The festival will not assume any responsibility for state, local, or federal inspection or taxes required.

**Application Approval and Cancellations:** Applications will be received and either approved or rejected based on the quality of your merchandise as well as type of merchandise, and the number of vendors that are selling similar merchandise. No food, candy or beverage items can be sold by product vendors. If your application is not accepted, your rental fee will be returned in full. If you, as a vendor have to cancel after being accepted and the cancellation should occur prior to May 1<sup>st</sup>, 2012 your rental fee will be returned, minus a \$ 250.00 non-refundable administration fee. ***No refunds after May 1<sup>st</sup>, 2012.***

**NOTE:** An itemized description and list of all products to be sold, including copies of any sales material or literature should be included with your application and payment. The ALIVE FESTIVAL has the right to deny any offensive graphics, slogans or photos used on t-shirts, hats, apparel or any items for sale. All graphics and t-shirt designs must be approved prior to selling them at Alive. If non-approved products are placed on sale, the festival vending manager has the right to remove those items from sale and display.

Please remember to attach photos and/or website links to all products or materials you will be selling or displaying at the ALIVE FESTIVAL. You can also enclose actual samples of any materials or brochures for your organization or company. Thank you!

Specific questions for the Vending Tent / Display & Booth Area can be directed to the ALIVE OFFICE at 330.966.0023 or by email at [alivefest@alive.org](mailto:alivefest@alive.org)

**Very Important!!** The festival site does NOT have any early shipments to the festival site. Please arrange to either ship your merchandise to a local UPS or FED-EX location and arrange pick and delivery, Due to the amount of traffic and vendors arriving, NO MERCHANDISE can be shipped directly to the festival and will not be accepted if delivered to the festival. Also, the festival site does not have a loading dock for semi or large trucks or any type of machinery to unload pallets of merchandise. The festival staff is not responsible for loading or unloading any vehicles. Also, at the end of the festival all merchandise must be out of the site no later than 10 am on Sunday, June 24<sup>th</sup>. Anything left behind will be discarded or sold. The **Alive Festival is not responsible for sending any items back if they are left** so please arrange pick-ups accordingly. The festival will have limited golf carts and small vehicles to help out where they can but following these guidelines will make it easier on everyone.

#### **Accommodation Info:**

**OPTION 1:** Purchase Total Event Camping Wristbands at [www.alive.org](http://www.alive.org) and click on TICKETS or by calling the Alive Office at 330-966-0023. This would entitle you to a campsite in the general public primitive camping area with NO water or electric hookup. **Vendors do not receive free camping.** You must purchase a wristband to be assigned a campsite. Vendor Passes only provide access to the VENDING TENT to operate your booth during the festival. **Note: The earlier you buy your Total Event Wristbands the more you can save!**

**OPTION 2:** Arrange for a water/electric hook-up at Atwood Lake Park by ordering at [www.alive.org](http://www.alive.org) and click on TICKETS. The electric sites are limited, so decide early if you need a site and order quickly.

**OPTION 3:** Check our website if you need a list of area hotels/motels. ([www.alive.org](http://www.alive.org))

**Note: Vendors will not be allowed to camp in the parking areas or set up a camp in unapproved areas.**

**Tent Shut Down:** The Vending Tent will be shut down each evening for approximately 45 minutes for the Main Stage speaker at approximately 8:30 – 9:15 PM This time will allow a short break for the Alive vending tent staff and yourself. Please bring something to cover your booth tables during this break and at the close of business each day. This is mandatory.

**Post Festival Clean-Up:** If we find a booth area is not clean after leaving, the Alive Festival will bill your credit card on file \$250 and your future eligibility for the Alive Festival will be questioned.

**Website link:** All approved vendors will be listed on [alive.org](http://alive.org). If your company has a website, it will be displayed on the Alive Festival site under confirmed vendors for the Alive Festival. The Alive site receives over 2,000 unique visitors per day. **If you want to take advantage of this option, it is your responsibility to email the correct logo to the Alive Festival at [brandon@alive.org](mailto:brandon@alive.org) and please copy to [billg@alive.org](mailto:billg@alive.org) and [michael@alive.org](mailto:michael@alive.org)**

**Disclaimer:** It is agreed that you, the Booth Holder, will hold harmless Northeast Productions, Inc. dba Alive Festival from all claims and liabilities for damage to property or injury to persons that occur in or about the rented or used booth space, or any failure to act, whether or not such condition, activity or failure shall result from negligence of the party renting or using the space.

Please make checks out to “**Alive Festival 2012**”  
Please mail the completed **PRODUCT VENDOR APPLICATION FORM** with **PAYMENT** to:  
**ALIVE FESTIVAL PRODUCT VENDOR**  
**PO BOX 577**  
**Canal Fulton, OH 44614**

**Vending Tent Application / Agreement 2012**  
(submit this application with payment / keep a copy for your records)

**Contact Information:**

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Business/Organization Name: \_\_\_\_\_

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ Alt. Phone: (\_\_\_\_\_) \_\_\_\_\_

E-mail: \_\_\_\_\_

Website: \_\_\_\_\_

**General Information:**

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**If available please include a catalog, brochures or product flyers to assist us in reviewing your merchandise. If not available please list the type of products or information you will be selling or distributing. Attach additional pages if needed. \*\*The Alive Festival reserves the right to pull any products at the festival that are not previously approved.**

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

**Please list other events or festivals at which you have been a vendor. List event name & year. If you are a new Alive vendor, please attach a reference list, with phone #'s.**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Order Information:**

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\_\_\_\_\_ = Total number of Vendor Booths applying for x \$800 each = \$ \_\_\_\_\_

\_\_\_\_\_ = Total number of Electric hookups x \$75 each = \$ \_\_\_\_\_

**TOTAL ENCLOSED FOR ALIVE FESTIVAL RENTAL SPACE = \$ \_\_\_\_\_ total**

**Booth Placement:** If you have a special request for where your booth is placed please describe below. (For Example: Corner Spot, Center Isle etc) We will work to accommodate everyone's request but due to the resources we have available we can not guarantee any requests. We honor requests in order they are received so reserve your site early.

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**MAIL TO: ALIVE 12 Product Vendor**  
P.O. Box 577, Canal Fulton, Ohio 44614  
Phone: 330.966.0023 Email: [alivefest@alive.org](mailto:alivefest@alive.org)

**Payment Information:**

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Please make checks out to "Alive Festival"

Check Number: \_\_\_\_\_ Check Amt \$ \_\_\_\_\_

OR

**MasterCard**

**VISA**

**DISCOVER**

(please circle one)

Name on Card: \_\_\_\_\_ (please print)

Card Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Expiration Date: \_\_\_\_/\_\_\_\_ CID Number: \_\_\_\_\_ (3 digits found on the back of card by the signature)

Signature of the cardholder: \_\_\_\_\_

**Agreement Finalization**

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Organization Name: \_\_\_\_\_

Name of Applicant (please print): \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

**(By signing this form you are agreeing to abide by all of the stipulations set forth in this document)**

Mail the signed agreement with payment & keep a copy for your records.

Mail completed forms **plus payment** to:

**Alive Festival Product Vendor**  
**PO Box 577**  
**Canal Fulton, Ohio 44614**

**Alive Festival Office:**

**Website: [www.alive.org](http://www.alive.org) Director-Bill Graening Festival Manager-Kathy Graening**

**Ph: 330.966.0023**

**Email: [alivefest@alive.org](mailto:alivefest@alive.org)**

**Vendor Supervisor:**

**Michael Graening (you will receive Michael's contact information in your approval letter once approved)**