



**KENT UNITED SERVICES ORGANIZATION INC.**  
138 East Main Street – Suite 102  
Kent, Ohio 44240  
(V) 330.673.9855  
(F) 330.673.9860



Dear Kent Heritage Festival Participant:

The Kent United Services Organization, Inc. (KUSO) is proud to announce that this year's festival event will be held on **Saturday, July 3<sup>rd</sup>** in downtown Kent on Water, Erie, Franklin and Main Streets between Depeyster and Gougler. Enclosed, please find a **FOOD BOOTH application form and guidelines** for this year's event.

In the spirit of providing our service clubs and agencies an opportunity to earn community dollars for support of programs for various member groups of our community, it will be the policy of KUSO to give them first priority on the selection of food offerings in their booths.

Community Organizations will be charged the commercial rate for all outsourcing of food vendors which are not run by that organization. Community Organizations must provide all of the staffing of their booth or they will be charged the commercial rate.

**COMMUNITY ORGANIZATIONS must have their entry  
postmarked by Friday, April 16, 2010**

Each registration will be evaluated by date of registration and sponsorship commitment level. The decision of KUSO and the booth committee will be final.

Commercial Vendors will have an opportunity to participate and choose food items after June 1<sup>st</sup>

**COMMERCIAL entries must be postmarked by  
June 4, 2010**

If you have any questions, please call 330.673.9855.

*KUSO is made up for the following organizations:*

CITY OF KENT ♦ KENT AREA CHAMBER OF COMMERCE ♦ KENT LICENSED BEVERAGE ASSOCIATION  
KENT JAYCEES ♦ KENT LIONS ♦ KENT JUNIOR MOTHERS ♦ KENT KIWANIS ♦ KENT ROTARY  
KNIGHTS OF COLUMBUS ♦ MAIN STREET KENT



**KENT UNITED SERVICES ORGANIZATION INC.**  
 138 East Main Street – Suite 102  
 Kent, Ohio 44240  
 (V) 330.673.9855  
 (F) 330. 673.9860



Applications approved are expressly contingent upon KUSO, Inc. obtaining any and all requisite permits and approvals from government agencies and others to hold the festival. PLEASE SUBMIT YOUR CERTIFICATE OF INSURANCE WITH THIS APPLICATION (See item #14)

## Food Booth Application

Received \_\_\_\_\_ Booth # \_\_\_\_\_

Name of Organization \_\_\_\_\_

Booth/Food Concession Dimensions: Length: \_\_\_\_\_ feet Width: \_\_\_\_\_ feet

Chairperson: \_\_\_\_\_ Pop or Water \_\_\_\_\_

Address: \_\_\_\_\_ Food Item \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_ Food Item \_\_\_\_\_

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

All food booths must have all item(s) to be sold approved by the Food Booth Committee. Organizations are encouraged to concentrate on one or two items. Since we limit certain food/drink items Lemonade (fresh), Ice Tea (brewed), Potatoes, Ribs, Sausage Sandwiches, German Franks, Pizza, etc. – **YOU MUST BE SPECIFIC!**

Signature of Chairperson \_\_\_\_\_

Your signature indicates agreement to sell only aforementioned items.

\_\_\_\_\_ **\* SERVICE ORGANIZATION**

- \_\_\_\_\_ Booth cost - \$80
- \_\_\_\_\_ 110 Electric - \$35
- \_\_\_\_\_ 220 Electric - \$100
- \_\_\_\_\_ Water - Bring hose & Y Connector

\_\_\_\_\_ **COMMERCIAL ORGANIZATION**

- \_\_\_\_\_ Booth cost - \$575 (20' x 12')
- \_\_\_\_\_ 220 Electric - \$100
- \_\_\_\_\_ Water - Bring hose & Y Connector
- \_\_\_\_\_ Linear Booth Cost over 20' x \$20 per foot

Hours of Booth Operation will be: \_\_\_\_\_ 9:00 am to 8:00 pm \_\_\_\_\_ 9:00 am to 11:00 pm

Name of Insurance Carrier: \_\_\_\_\_

**We must receive the following pieces of information with your application or it will be returned!**

- \_\_\_\_\_ Insurance Certificates naming (1) your organization and (2) the City of Kent, and (3) KUSO and representatives Certificate of Insurance must show/list your organization somewhere on the form.
- \_\_\_\_\_ Insurance Certificate must state \$1,000,000 overall coverage. This insurance must be current on July 3, 2010
- \_\_\_\_\_ Insurance Certificate must state \$1,000,000 coverage for each occurrence.

**APPLICATION DEADLINE FOR COMMUNITY ORGANIZATIONS IS APRIL 16<sup>th</sup>. APPLICATION DEADLINE FOR COMMERCIALY LICENSED FOOD ENTITIES IS JUNE 4<sup>th</sup>.** Application may be submitted earlier, but decisions will be made after June 5<sup>th</sup>. (You may wish to offer alternative items for sale at your booth in case a community organization has chosen for your 'food item'.)

**Please make checks or money orders payable to: KUSO**

**Mail application, check and photograph to:**  
 Lori Wemhoff  
 Kent Area Chamber of Commerce  
 138 E. Main Street - Suite 102  
 Kent, Ohio 44240

- \* Non Profit rate limited to one booth per organization.**
- \* Additional booths at Commercial rate.**



**KENT UNITED SERVICES ORGANIZATION INC.**  
138 East Main Street – Suite 102  
Kent, Ohio 44240  
(V) 330.673.9855  
(F) 330. 673.9860



This application is made by the undersigned for booth space at Kent's Heritage Festival, which will be held on Saturday, July 3, 2010. This form is only an application for booth space. Kent United Service Organization, Inc., (KUSO) expressly reserves the right to approve or reject applications for booth space in its sole discretion.

1. Site of Kent's Heritage Festival is downtown Kent.
  2. All fees must accompany this application. Checks should be made payable to Kent's United Services Organizations, Inc.
  3. Booths, food, equipment, etc., can be moved into designated areas any time AFTER 6:00 am, July 3, 2010.
  4. Each organization is responsible for its own booth and equipment and level with own blocks and shims. All participants are responsible for securing their own booths and equipment.
  5. After unloading booths and equipment, PLEASE remove cars and trucks to public parking areas. **ALL VEHICLES MUST BE OUT OF THE FESTIVAL AREA BY 9:00 AM.** NO CRAFT VEHICLES WILL BE PERMITTED BACK INTO THE FESTIVAL AREA UNTIL 8:00 PM (FOOD AREA BEFORE 11:00 PM) **NO VEHICLES WILL BE PERMITTED TO PARK IN ANY ALLEY.** (After unloading of supplies vehicles must be removed.) The police will tow vehicles remaining longer than 15 minutes.
6. Festival hours are 9:00 am to 11:00 pm. **Optional times will be offered to food booths from 9:00 am to 8:00 pm; or 9:00 am to 11:00 pm. Your operating time must be specified in your application and is subject to approval and scheduling by the booth committee.**
7. Stages, activities will be placed on their assigned spots. Participants are to use only their assigned areas.
  8. Only heavy-duty, 3-prong extension cords should be used. Others will cause you to blow fuses. 110 and 220 electricity will be provided. Water will be provided, but you must supply a Y-connector and bring additional garden hoses.
  9. All booths are to furnish their own garbage bags. Trash boxes will be provided. **All garbage must be taken to the dumpsters when bagged, not placed in the public trash bins.** Bagged garbage will not be permitted to accumulate at your booth space or sidewalk thoroughfares (behind booth). Cardboard, glass, and cans should be recycled - A dumpster for trash will be located in the Kent Hardware Parking Lot. A receptacle for recycled material will be located behind the Home Savings Building. Protect our environment please...THANK YOU!
  10. **All booths and garbage must be removed and clean-up done immediately. Electricity will be turned off at 11:15 pm. Bagged garbage must be taken to the dumpsters throughout the day. Any deviation from this clean-up request will exclude participation in future festivals.**
  11. No solicitation or distribution of literature shall be permitted except by organizations from within the confines and immediate area of their own booths.
  12. No raffles without approval of the Booth Committee before the day of the event. Winners must be posted at the Information Booth immediately after any drawings.
  13. No refund of deposits **after June 11<sup>th</sup>.**
  14. 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 KUSO, Inc., Its representatives, and the City of Kent 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 of booth space should Applicant's application be approved.
  15. The participant agrees to abide by and conform to all laws of the State of Ohio, the laws of Portage County, the laws of the City of Kent, Ohio, and the rules and event regulations. **Signature on application constitutes agreement of these rules.**

*KUSO is made up for the following organizations:*

CITY OF KENT ♦ KENT AREA CHAMBER OF COMMERCE ♦ KENT LICENSED BEVERAGE ASSOCIATION  
KENT JAYCEES ♦ KENT LIONS ♦ KENT JUNIOR MOTHERS ♦ KENT KIWANIS  
KENT ROTARY KNIGHTS OF COLUMBUS ♦ MAIN STREET KENT



**KENT UNITED SERVICES ORGANIZATION INC.**  
138 East Main Street – Suite 102  
Kent, Ohio 44240  
(V) 330.673.9855  
(F) 330. 673.9860



**INSURANCE - VENDOR SHALL CARRY general liability and products/completed operations insurance with policy limits of at least \$1,000,000 combined single limit for each occurrence and in the aggregate. The insurance shall specify coverage for all activities of the vendor. KUSO, Inc., its representatives, and the City of Kent shall be named as additional insured's. A certificate of insurance providing all information as requested above shall be delivered with completed application.**

16. Cancellation: Any act beyond the control of power of either party preventing the holding of the event in full or part, neither party shall hold the other liable for damages of any kind.
17. Unattended booths will be dismantled.
18. In the spirit of providing our service clubs and agencies an opportunity to earn community dollars for support of programs for various member groups of our community, it will be the policy of KUSO to give them and sponsoring organizations of KUSO first priority on the selection of food offerings in their booths. Each registration will be evaluated by date of registration and sponsorship commitment level. The decision of KUSO and the Booth Committee will be final.
19. Food booth spaces are allocated based on a maximum size of 20' long (including trailer hitch and supports) and parallel with the street curb, by 12' wide extending out from the curb. You must indicate the size of your booth or concession on your application. The maximum width from the curb is 12'. If your unit is longer than 20' (including the trailer tongue and any attachments), a pro-rated charge of \$25 per linear foot will apply.

**Applications must come complete with check and Certificates of Insurance,  
or they will be returned!!!**

**\* "Non Profit" rate limited to one booth per organization.  
Additional booths will be charged at Commercial rate.**