



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



Dear Past/Interested 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 3rd** in downtown Kent on Water, Erie, Franklin and Main Streets between Depeyster and Gougler. Enclosed, please find a ***Craft & Information Booth Application Form and Guidelines*** for this year's event.

As is our practice, craft applications will be evaluated and judged by date of receipt, so please complete and return the application at your earliest convenience. We are looking for **quality, hand-crafted** items. Demos are highly encouraged and welcome. Please note that level ground is not guaranteed, so plan accordingly. **The decision of KUSO and the Booth Committee will be final. There will be no refunds of booth fees under any circumstances, except those that are denied.**

DEADLINE INFORMATION

**Applicants for Craft and Information Booths will be accepted between
March 1st and June 18th**

Application fees are as follows:

Booth Fee = \$75

Applications postmarked BEFORE May 1st

Booth Fee = \$85

Applications postmarked between May 2nd and June 1st

Booth Fee \$95

Applications postmarked between June 2nd and June 18th

110 electrical power is available for a \$35 charge
Applications received after June 1st will NOT have electric available for their booths

If you have any questions, please contact the
Kent Area Chamber of Commerce at 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



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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 Craft, Information, Game, or Children's booth space. (If you need a Food Booth Application, please call or write for the proper application form). Kent United Service Organizations, 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. Any denied applicant will receive his/her check back with written refusal. **Please do not call to check the status of your application until the 2nd week of the month after your application was mailed.** Checks should be made payable to Kent's United Services Organizations, Inc.
3. Booth equipment can be moved into designated areas any time AFTER 6:00 am, July 3rd, 2010. Each participant is responsible for his/her own booth and equipment and levels with own blocks and shims. All participants are responsible for securing his/her own booths and equipment.
4. After unloading booths and equipment, PLEASE remove cars and trucks to designated parking areas. **ALL VEHICLES MUST BE OUT OF THE FESTIVAL AREA BY 9:00 AM. NO VEHICLES WILL BE PERMITTED BACK INTO THE FESTIVAL AREA UNTIL 8:00 PM.**
5. Festival hours are 9:00 am to 11:00 pm
6. Stages, activities will be placed on their assigned spots. Participants are to use only their assigned areas.
7. **ABSOLUTELY NO POPPERS OR FIREWORKS OF ANY KIND ALLOWED.**
8. Only heavy-duty, 3-prong extension cords should be used. Others will cause you to blow fuses.
9. Unattended booths will be dismantled.
10. No solicitation or distribution of literature shall be permitted except by organizations from within the confines and immediate area of their own booths.
11. No raffles without approval of the Booth Committee before the day of the event. Winners must be posted at the Information Booth after the drawing, prior to the close of the festival.
12. All booths are to furnish their own garbage bags. Trash boxes will be provided on the street. All garbage must be taken to the dumpsters when bagged. Bagged garbage will not be permitted to accumulate at your booth space or sidewalk thoroughfares. Cardboard, glass and cans should be recycled. A dumpster for trash will be located in the Kent Hardware parking lot. A receptacle for recyclable material will be located at the rear of the Home Savings Bank building. Please help us protect the environment.
13. **All booths and garbage must be removed and clean-up done IMMEDIATELY. Electricity will be turned off at 11:15 pm. Any deviation from this clean-up will exclude participation in future festivals.**
14. **There will be no refund of booth fees.**
15. 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. This event takes place rain or shine on the date stated.
16. 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 representative of 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.
17. 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.**
18. With this application **we will need sample photos** of your items to be displayed along with a specific description of said items. To have photos returned, include a self-addressed, stamped envelope. We reserve the right to refuse any vendor. The goal is to have a diversity of quality items at the event.
19. **The decision of KUSO, Inc., and the Booth Committee will be final.**