

# HOME COMING

IN ASSOCIATION WITH MUSICNOW  
APRIL 28-29 2018 \* CINCINNATI, OH  
SMALE RIVERFRONT PARK  
VENDOR APPLICATION

*Please print legibly OR type*

**Vendor name as it will appear:**

**Legal name of your business:**

**Business owner:**

**Contact person day of event:**

**Mailing address:**

**City, State, Zip:**

**Business Phone:**

**Email:**

**NOTE: For the 2018 National Homecoming, only regionally based companies will be accepted for vending space. If your company is not primarily based in the region, please do not submit an application, as it will not be considered.**

**Proposed use of space:**

**Proposed Items:**

**Pricing**

**Vendors: \$1000 = 10' x 10' space w. 2 working passes**

**Please indicate the following:**

Vendor Fee:              1   (10' x 10' booth spaces) x \$1000 = \$ 1000

**TOTAL AMOUNT DUE            \$ 1000**

*If approved for booth space, The National Homecoming will send an invoice for the total amount due above, payment due upon receipt. If payment is not received by **February 9th, 2018** the booth space reservation will be cancelled.*

*Please send a photograph or weblink of your work for our review.*

**A BOOTH RESERVATION WILL NOT BE CONSIDERED COMPLETE UNTIL  
ALL BOOTH AND EQUIPMENT FEES ARE PAID IN FULL  
AND A FULLY EXECUTED APPLICATION/AGREEMENT IS RECEIVED BY  
HIGH WATER FESTIVAL.**

***\*NOTE: COMPLETION OF THIS APPLICATION AND AGREEMENT DOES NOT GUARANTEE BOOTH SPACE AT THE EVENT. HIGH WATER FESTIVAL WILL REVIEW THIS APPLICATION AND IF YOUR BUSINESS IS APPROVED, HIGH WATER FESTIVAL WILL NOTIFY YOU TO CONFIRM A BOOTH SPACE RESERVATION.***

## **VENDOR RULES, APPLICATION AND AGREEMENT**

1. Print out and complete this application in full.
2. Complete and submit the full agreement w. photos or weblink to:

Electronic  
[craftvendors@ntlhomecoming.com](mailto:craftvendors@ntlhomecoming.com)

Mail  
The National Homecoming  
ATTN: Vendors  
900 S Gay St, Suite 1001  
Knoxville, TN 37902

\*Please note that electronic submissions are preferred.

If you have questions about application procedures or the event, please contact  
[craftvendors@ntlhomecoming.com](mailto:craftvendors@ntlhomecoming.com)

- 3.

4. Vending space for is limited and expected to sell-out. With that in mind, please complete your application as soon as possible. Applications will not be accepted once vending space is sold-out, or later than February 9<sup>th</sup>, 2018.
5. The Vendor Booth fee is \$800. All vendors will be provided with a 10x10 white tent that matches the look and feel of the entire festival. Any additional tents or structures are not permitted unless approved by the National Homecoming in advance. All vendors may request access to electricity. Please write-in your needs below. Upon request, we may also able to provide chairs and tables, based upon availability. Please note that if your electrical requirements exceed basic 1/10 outlets, we need to know upon acceptance of your application. Any/all additional items and equipment are your responsibility, including, but not limited to: lights, weights, etc.

### **Electrical Requirements**

\_\_\_\_\_ # circuits  
\_\_\_\_\_ amperage  
\_\_\_\_\_ phase  
\_\_\_\_\_ volts / watts

6. Please note that your space will not be confirmed until full payment has been received. All payments must be received no later than February 9<sup>th</sup>, 2018.
7. The National Homecoming reserves the right to assign the location of all vendor booths. If you have a very specific place you want to be, we will do our best to accommodate, but it is first-come-first-serve, and not guaranteed. A map showing booth locations will be supplied to each vendor in advance, along with (2) informational advances covering everything you need to know (e.g. load-in, times, etc).
8. Photographs or weblink of your work/wares are **required** to be submitted with this application. You **may not** sell items that haven't been approved on this application, so please make sure your list is accurate and complete.
9. Any and all sales tax payments are the responsibility of vendors.
10. The National Homecoming will provide branded signage. All signage will be constructed and set-up prior to gates opening.
11. Vendor's entire setup must fit within the designated 10' x 10' booth space or an additional booth space fee will be charged.
12. No vehicles allowed on-site without first checking in with your vendor coordinator, who will escort you into the property and show you your space. Do not drive on grass unless permitted to do so by your vendor coordinator. This is important, to

minimize impact on the property and traffic congestion. Do not leave your vehicle unattended during load-in. It may have to be moved, if it is blocking a production route. Last but not least, do not bring anyone in your vehicle who is not properly credentialed. Anyone caught doing so will be removed from the premises. All vehicles are subject to search before entrance to the property is granted.

13. Each vendor space will receive two (2) working passes for the event. Additional passes may be purchased at preferred rate, up to (4) total. Any additional must be purchased at face value.
14. Please note that almost all glassware is restricted at Smale Park. Certain items may be permitted for display purposes only on a case-by-case basis (ie. artwork), please inquire if you are considering glassware. In addition, please be very clear in your list of proposed items above, so we can approve or disapprove. Any vendor breaking this clause of the agreement will be asked to leave.
15. Absolutely no outside food or drink is permitted on festival grounds, as they may conflict with an exclusive partner. Likewise, please list your merchandise as specifically as possible, to ensure that your items are not in conflict.
16. The National Homecoming reserves the right to ban any item and/or seller not in compliance with Festival rules and regulations and at the discretion of the National Homecoming staff. In the event of removal from the event, vendor waives all rights to refunds, etc.
17. Cancellations must be submitted in writing to:

The National Homecoming  
ATTN: Vendors  
900 S Gay St, Suite 1001  
Knoxville, TN 37902

Cancellations received on or before March 9<sup>th</sup>, 2018, will receive a refund of booth fees minus a \$50 administrative fee. Cancellations received after March 9<sup>th</sup>, 2018, will receive no refunds.

**Vendor agrees and guarantees to High Water Festival:**

1. To abide by all rules and provisions as specified in this agreement and application.
2. To follow all guidelines regarding set-up, tear-down, hours of operation. Official details on these items will be distributed in (2) e-mail advances sent in March and April

3. All tents will be supplied by the National Homecoming unless otherwise approved. Any tents must be manufacturer-certified fire resistant and have the original manufacturer's tag. Tents must be firmly secured. If staking, please consult with our operations team on-site beforehand, to make sure you are not within direct proximity of water lines.
4. Any and all sales tax payments are the responsibility of the vendor.
5. To acquire and have available at my vending booth(s) copies of all permits, licenses, insurance documents, and safety equipment that are required by the National Homecoming all federal, state, county, and city government agencies.
6. To place all trash, recycling and composting into event containers or plastic garbage bags for pickup by our trash collection service following event and before leaving site.
7. Vendor agrees to provide commercial general liability insurance, from a qualified A minus VII or better by A.M. Best, Inc. rated carrier in an amount not less than \$1,000,000 per occurrence and \$1,000,000 per aggregate event for injuries to persons or damage to property caused by Vendor, its agents, employees, contractors or guests, in connection with the performance of its obligations hereunder. Vendor agrees to name the following parties as follows as additional insured on the above referenced policy:
  - (i) (2) AC Entertainment, LLC; (3) the City of Cincinnati; and all of their direct or indirect owners, parents, subsidiaries, related companies, officers, managers, employees, agents, directors, attorneys, contractors and other advisors of the above are listed as additional insured as their interests may appear with respect to the actions of the named insured, Vendor's insurance will be primary and non-contributory.
8. In addition, Vendor must carry Product Liability coverage (if selling merchandise or providing equipment), statutory Workers Compensation coverage (if Vendor's agents, employees, or contractors will be on-site) and Auto Liability coverage in the amount of \$1,000,000 for any vehicles used by Vendor, whether owned or non-owned by Vendor (if operating vehicles on site). Each policy of insurance shall insure the indemnity provisions of this Agreement.

Certificates for all such insurance, naming the additional insureds as enumerated above, shall be delivered to Company the earlier of 30 days prior to (i) the Event, or (ii) commencement of services. Please have your insurance certificates emailed to: [contracts@acentertainment.com](mailto:contracts@acentertainment.com). Failure of Company to receive the proper certificate of insurance, or failure of Vendor to maintain the proper insurance, shall be a default of this Agreement and Company shall have the right to terminate this Agreement for such default without notice to Vendor and without an opportunity for Vendor to cure. Company's failure to request, review, or object to the terms of such certificates of insurance shall not be deemed a waiver of Vendor's obligations or Company's rights hereunder. The indemnity provisions

contained herein shall survive any termination of this Agreement.

*If approved for booth space, High Water Festival will send an invoice for the total amount due above, payment due upon receipt. If payment is not received by February 9<sup>th</sup>, 2018, the booth space reservation will be cancelled.*

*Please send a photograph or weblink to your work for our review.*

**I have read and agree to comply with all rules and regulations of this event.\***

Signature of Authorized Vendor Representative:

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Print Name of Representative:

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Print Title/Position of Representative:

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