



FALL FARM FEST

Fall Fun...Inspired by Nature

EXHIBITOR GUIDELINES MEMORANDUM OF UNDERSTANDING

PROGRAM

Program: Fall Farm Fest

Date: October 14 -15, 2023

Time: Saturday and Sunday 12 – 5 pm

Location: Lost Creek Reserve & Knoop Agricultural Center: 2385 E. State Route 41 Troy, OH

MIAMI COUNTY PARK DISTRICT WILL:

- Arrange for electric, if requested in advance and properly defined by exhibitor (requests not guaranteed).
- Provide the exhibitor with a copy of this Memorandum of Understanding.
- Promote the exhibitor via Fall Farm Fest webpage on the website miamicountyparks.com.
- Provide timely information about event logistics prior to the event.
- Provide timely information upon exhibitors' arrival and throughout the event as appropriate.

EXHIBITOR WILL:

- Abide by all applicable federal and state law and Miami County Park District policies, rules and regulations, including directives of the Fall Farm Fest administrative staff.
- Conduct its activities so as not to endanger any person or property.
- Provide payment (\$25) for exhibitor space and/or response within 10 business days of application approval notice. Payment may be waived if demonstration is approved by event committee.
- All exhibitors will be solely responsible for set-up and tear-down of space, and provide all necessary materials and equipment to setup and maintain the vendor space (tent, tables, chairs, extension cords, zip ties, tape, etc.).
- Provide a pop-up tent along with ratchet straps and rebar to secure the tent or structure to the ground. Weights and stakes will not keep your tent secure and you will be asked to remove it if it is not secure.
- State electric requests on Exhibitor Application (include voltage, number of outlets, etc.). Electricity is limited and not guaranteed.
- Get preapproval on all generators before use.
- Set-up exhibit between 9 am – 6 pm on Friday, October 13th or between 8 am- 10 am on Saturday, October 14th. All vehicles will need to be removed from exhibit area into **specified parking location by 10:30 am** on both Saturday and Sunday.
- Be open for entirety of event hours. Prepare enough product for the duration of the event from 12 – 5 pm on Saturday and Sunday. Expect 10,000 – 15,000 people at our event throughout the weekend.

STATEMENTS OF UNDERSTANDING

- Miami County Park District and Partner agree to the listed arrangements.
- Miami County Park District expects exhibit space and associated activities to be managed by the contractor to the industry standard in terms of risk management and professionalism.
- HOLD HARMLESS AGREEMENT Waiver the Right to File a Claim and Agreement to Hold Harmless Miami County Park District, aka "Fall Farm Fest," for any claim of Exhibitor or Exhibitor's employees, member or any claims of third parties resulting from or in connection with Exhibitor's activities, set-up and breakdown.
- Exhibitors and participants understand and agree that Miami County Park District is not responsible for their safety or well-being during or after participation in this event. Furthermore, Miami County Park District is not responsible for the safety or well-being of vehicles, and/or any personal property that have been brought to the Fall Farm Fest at Lost Creek Reserve & Knoop Agricultural Heritage Center.

TERMS OF AGREEMENT

- Any exhibitor that violates the responsibilities or requirements outlined in the agreement may be asked to immediately leave the event and will lose privileges to reserve space for future Fall Farm Fest Events and other Miami county Park District Events.
- Miami County Park District ABSOLUTELY reserves the right to limit and/or deny the admittance of any exhibitor/participants for any reason.
- No refund or credit will be issued if a cancellation of space occurs.

COMMUNICATION

I have read and understand the responsibilities of reserving space with Miami County Park District, and I am aware of the penalties for violations. I will communicate the details of this agreement to all necessary parties.

Vendor Representative

Signature _____ Print _____

Title _____ Date _____

Company _____

Checks can be made payable to Miami County Park District or call (937) 335-6273 to pay by credit card (extra charges may apply). Once completed, please sign and email mweaver@miamicountyparks.com, Fax: 937-335-6221, or mail to:

Miami County Park District
Attn: Fall Farm Fest
2645 E. St. Rt. 41
Troy, OH 45373

* Only fill this out and make payment if you have been approved to sell at the Fall Farm Fest.



MiamiCountyParks.com

