



# FALL FARM FEST

Fall Fun...Inspired by Nature

## FOOD VENDOR GUIDELINES MEMORANDUM OF UNDERSTANDING

### PROGRAM

Program: Fall Farm Fest

Date: October 8 - 9, 2022

Time: Saturday 12 – 7 pm 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 vendor (requests not guaranteed).
- Provide the vendor with a copy of this Memorandum of Understanding.
- Promote the vendor via Fall Farm Fest webpage on the website [miamicountyparks.com](http://miamicountyparks.com).
- Provide timely information about event logistics prior to the event.
- Provide timely information upon vendors' arrival and throughout the event as appropriate.

### VENDOR 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 vendor space and a response within 10 business days of application approval notice.
- Have current or temporary food vendor permit application filed with the Miami County Health Department and display the permit at your booth throughout duration of the event.
- Provide all necessary materials and equipment to set up and maintain the vendor space (tent, tables, extension cords, chairs, zip ties, tape, etc.).
- State electric requests on the Food Vendor Application (include voltage, number of outlets, etc.). Electricity is limited and not guaranteed.
- Get preapproval for all generators before use.
- Be solely responsible for set-up and tear-down of space which will be in a self-contained truck, trailer or pop-up tent along with weights and/or stakes to secure the tent and structure to the ground.
- Set-up exhibit between 9 am – 6 pm on Friday, October 7 or between 8 am – 10 am on Saturday, October 8. All vehicles/trailers will need to be removed from vendor area into **specified parking location by 10:30 am** on both Saturday and Sunday.
- Be responsible for all potable water and self-contain all gray water and dispose off-site.
- Be open for entirety of event hours. Prepare enough food for the duration of the event from 12 - 7 pm on Saturday and 12 - 5 pm on Sunday. We have 10,000 - 15,000 people at our event.
- Provide 10% of gross profit payment to Miami County Park District within 10 business days after the last day of the event.
- We require that all vendors use no Styrofoam.

**STATEMENTS OF UNDERSTANDING**

- Miami County Park District and Partner agree to the listed arrangements.
- Miami County Park District expects vendor 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 Vendor or Vendor’s employees, member or any claims of third parties resulting from or in connection with Vendor’s activities, set-up and breakdown.
- Vendor 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 vendor 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 vendor/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 & email [mweaver@miamicountyparks.com](mailto: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.

