

## 2019 Wilmington Art & Soul Fest Vendor Rules and Regulations

EVENT DATE: Saturday, September 21, 10 a.m. to 4 p.m.

EVENT LOCATION: Clinton County Courthouse Lawn, Downtown Wilmington

ATTENTION: You must complete both steps of the application or your application is not valid and will NOT be considered. Applications will be open until July 1. Vendors will be notified of acceptance/rejection within two weeks of application submission. Applications will continue to be accepted until spaces are filled. All vendors are required to provide three pictures of your specific product(s). The application will also ask for link to vendor website, Facebook, and Instagram pages if available. Once you have submitted your application and have been accepted to the Wilmington Art & Soul Fest, you will be directed to pay your booth fee.

GENERAL INFORMATION: Vendor booths will be located on the lawn around the Courthouse square on the South Street and Main Street sides. Each year we review all vendor applications; selection is based upon type of product, uniqueness and quality, which means not all applications received are accepted. We reserve the right to reject or accept vendors at our sole discretion.

DEADLINE FOR APPLICATIONS: Completed applications must be received by July 1. Vendors will be notified of acceptance VIA EMAIL, PHONE or MAIL within two weeks of application submission, at which time booth fee must be paid to hold the spot.

FEES: The vendor fee for 2019 is \$50 per 10' x 10' space until May 1; \$60 per 10' x 10' space until July 1. This fee is non-refundable and must be paid by August 1. There are no exceptions or discounts to this fee.

VENDOR BOOTHS: Size is 10' long x 10' deep. If your booth or contents extend beyond 10' x 10' in any way, you must apply for 2 spaces. Booths are assigned by the Main Street Wilmington. You may make your preference for booth location known, but there are no guarantees. Booth assignments are FINAL. Vendors must provide their own canopy, tables, chairs, etc. Canopies must be weighted and secured to withstand wind. There is a 2 booth maximum per vendor. Electric hookup is not available for craft booths. Booth spaces are non-transferable and must be operated by the individual(s) who purchase them.

SET-UP: From 8 to 9:45 a.m. FEST OPENS at 10 a.m. Setup is RIGOROUS, please come prepared to unload briskly. You MUST empty your car and park it before you begin set-up. No cars or booths allowed on the street before 7:30 a.m. Cars must be off the street by 8:30 a.m. Spaces not occupied by 9 a.m. will be considered "no-show" and reassigned.

TEAR-DOWN: Tear down is RIGOROUS, please come prepared to pack up briskly. Tear down is from 4 to 5 p.m. Selling must stop at 4 p.m. Streets must be cleared by 5 p.m. There are no exceptions to this rule. To keep traffic flowing as smoothly as possible, ALL vendors MUST tear down booths BEFORE bringing vehicles onto the street.

WARNING: Failure to comply with setup and tear down rules will result in being banned from future fairs.

SALES TAX: The sales tax rate for Clinton County Ohio is 6.75%. You are responsible for registering your small business with the IRS and collecting sales tax for the items you sell. You are responsible for paying income tax on all the items you sold and pay the sales tax to the state where the fair is held. We recommend that you call the Ohio Department of Revenue for more info: (888) 405-4039.

**COTTAGE FOOD PRODUCTION:** Food items produced in a person's home must be labeled according to United States Department of Agriculture regulations. It is the responsibility of the vendor to obtain and follow these guidelines. Selling or distribution of alcohol is prohibited.

**PROHIBITED:** The sale of guns, knives, water pistols, snappers, caps, explosives, or weapons of any type is not permitted at Wilmington Art & Soul Festival; violations of the rule may result in removal from the event. No tobacco products, vaping products, or drug-related items may be sold. No selling from vans or trailers except for food vendors.

**PRODUCT RESTRICTIONS:** We are not accepting ANY vendors who sell items that are not hand-crafted by them, including imports, re-sale items, and direct sales products like Advocare, 31 Gifts, Origami Owl, Scentsy, Avon, Arbonne, Mary Kay, LuLaRoe etc. or items that represent a political candidate or party. This includes "home improvement" vendors like those who sell gutters, bathtubs, etc. All apparel must be designed by the vendor and no re-sale of used clothing, footwear, or accessories is permitted.

**PRODUCT REFUNDS/RETURNS:** Any complaints about products will be directed to the vendor. Main Street Wilmington is not responsible for any purchase refunds, replacements or complaints. If a vendor receives numerous complaints about product quality or customer service, it may affect application status for future shows.

**CANCELLATIONS:** There are NO REFUNDS for cancellations. No shows will be banned from future fairs.

**EARLY LEAVE:** Vendors must remain at their booths the entire day, from 8 a.m. to 5 p.m. (Fest hours 10 a.m. to 4 p.m.) and may not leave early for any reason. If vendor sells out of product, they must remain and hand out business cards or other promotional materials and greet customers. If a vendor arrives late or leaves early, they will be banned from future Art & Soul Fests.

**NO RAIN DATE:** Wilmington Art & Soul Festival will go on unless there is a public safety issue; participation is the choice of the vendor.

**GOOD NEIGHBOR POLICY:** All vendors are expected to comply with all regulations set forth by Main Street Wilmington, sign the Waiver of Liability and Hold Harmless Agreement, and pay booth fees by required date. Vendors are also expected to behave appropriately and act as good neighbors to fellow vendors. Inappropriate behavior may result in vendor being banned from future fests.

Wilmington Art & Soul Fest is a program of:

Main Street Wilmington  
63 West Main Street, Wilmington, OH 45177  
937/382-2737 – [info@mainstreetwilmington.com](mailto:info@mainstreetwilmington.com)