

COMMUNITY FESTIVAL

JUNE 24, 25, 26, 2016

Community Organizations & Political Action Groups Street Fair Application

Community Foods Applicants STOP AND go to the Community & Small Food Application

ALL community organizations, political action groups and community foods applications MUST be accompanied by **TWO (2) checks (do not combine them)** - one for the **booth fee of \$30 (this is the first increase in over 25 years)**, which will be deposited by the Festival when you are accepted, and one for the **Volunteer Deposit of \$125**, which will be held until after the festival. Your group can be reimbursed for the Volunteer Deposit by supplying volunteers for the Festival at the rate of \$5 per hour. This Volunteer Deposit assures the Festival that there will be enough clean up and barricade workers even if they must be hired.

This is how the system works: ComFest would love to have your volunteer names in advance (this is the best way to assure the return of your deposit) – you can list them on the sheet provided and send them with your application (see application) **Only Clean Up/Recycling AND Safety shifts are eligible** and the sooner you sign up the better the times OR - volunteers can report to Volunteer Central **at the ComFest information Booth** at any time during the event, where they will **be assigned open shifts and given instructions needed.**

At the beginning of any volunteer shift for an organization rebate the volunteer of **any organization is given a card to fill out and return at the end of the volunteer's committed time, at which time they receive a receipt for time worked – Organizations are encouraged to gather and keep these receipts for their records.** Your organization will receive an accounting of hours worked and a rebate check if appropriate. All volunteers receive a snazzy ComFest T-shirt.

All applications must received by April 20, 2016

Notices will be mailed the first week of June.

**IT IS YOUR RESPONSIBILITY TO READ THE APPLICATION AND
INCLUDE ALL CALLED FOR INFORMATION.**

Incomplete applications will be returned to you unprocessed.

A selection committee will review all applications and notices will be mailed by JUNE 1, 2016.

Booth spaces are limited to ten (10) feet in length and ten (10) feet in width.

The Booth Information Sheet (the rules) are below - READ IT CAREFULLY! - Retain it for your files. Supply all requested information and examples of materials you plan to distribute or sell. Send your application **with two (2) checks** to:

Community Festival – Comfest 2016

P.O. Box 7167

Columbus, Ohio 43205

Please include a self- addressed, stamped envelope

COMMUNITY FESTIVAL

June 24, 25, 26, 2016

Fill out this application and return it with the applicable booth fee \$30. and volunteer deposit \$125. – applications must be received on or before April 20, 2016.

Make both checks payable to ComFest – Get your volunteer deposit back – sign up Safety and Clean Up & Recycling volunteers early – use the attached sheet!

PLEASE ENCLOSE A SELF-ADDRESSED, STAMPED ENVELOPE that fits and mails your materials.

PLEASE PRINT SO WE CAN READ IT

New Name _____ New Address _____

Organizational Name _____ Phone _____ Cel Phone _____

Name of contact person _____ Phone _____

Email: _____ Web Site: _____

Address: _____ City _____ State _____ Zip _____

Please list all items you plan to sell or distribute – include examples of literature you plan to hand out (you may attach pages).

Please provide a detailed description of your booth or photos from past years (PLEASE attach a page for this purpose).

**Please note: The City Of Columbus requires all tents, canopies and tarps must be fire resistant and labeled as such (you will need to show a label on the tent or provide a copy of the certificate to us at set up time).The Fire Inspector will make you remove any material that does not meet Columbus Fire Code. See the ComFest Info page for more detail.

YOU MUST FILL OUT THIS PART OR YOUR APPLICATION WILL BE RETURNED!

****Electricity** **Yes** **No**

Specify equipment you would like to run, include **projected wattage and/or amperage** _____

** Please note: All proposed lighting must be shielded, no exposed bulbs, rope lighting, quartz bulbs, fluorescents, icicle style or large bulb holiday type lights will be allowed. All extension cords must be heavy-duty outdoor type. See the ComFest Info Page for more detail.

****Indicate any special needs**

Your signature below indicates that you agree to accept and abide by the Community Festival terms and conditions as described in the 2016 booth application and information.

Name _____ Date _____

Community Festival 2016
PRE-EVENT, COMMUNITY ORGANIZATIONAL
VOLUNTEER SIGN UP SHEET

Fill this out and return it with your application

ORGANIZATION NAME: _____

Contact Phone Number: _____

Contact Email: _____

Clean Up & Recycle:

Name: _____ **Phone:** _____

Name: _____ **Phone:** _____

Name: _____ **Phone:** _____

Name: _____ **Phone:** _____

Name: _____ **Phone:** _____

Safety:

Name: _____ **Phone:** _____

Name: _____ **Phone:** _____

Name: _____ **Phone:** _____

Name: _____ **Phone:** _____

Name: _____ **Phone:** _____

COMFEST 2016 STREET FAIR
COMMUNITY ORGANIZATIONS POLITICAL ACTION GROUPS
READ THIS INFORMATION

The Columbus Community Festival Street Fair is an eclectic mix of arts, crafts, commercial merchandise, imported goods, and community & political information. The organizers view the festival as a unique village and the Street Fair booths with their exciting mix of eye-catching goods to be the shops along the shaded streets that lead from the food to the stages, from the lemonade to the kids' activities, from friend to friend. Each year the number of applicants grows and the selection panel works very hard to make sure there is a diverse mix of merchandise and community and political action groups. **Last year over 600 people applied for 200 booth spaces**

Read this sheet and the application carefully, fill out the application (SO WE CAN READ IT) and retain a copy of this sheet, include all requested materials (give us color photo copies of art or merchandise – be clear and illustrative). Describe your booth in detail. A good application can help get you selected.

Send everything to

ComFest Street Fair 2016

P.O. Box 7167

Columbus, Ohio 43205

ALL APPLICATIONS MUST BE RECEIVED ON OR BEFORE
April 20, 2016 - NO EXCEPTIONS

CATEGORY FEES

Community Organizations and Political Action Groups: A \$30 Booth Fee (this is the first Booth Fee change in 30 years) and a \$125. Volunteer Deposit (Remember to list your volunteers early!).

Community Foods: A Community Group selling food – **GO TO SMALL/COMMUNITY FOODS APPLICATION RIGHT NOW**

If you ARE accepted your application fees will deposited
If you are NOT accepted your application fees will be returned

St. Fair Info 2016 Community Festival - FAQs

If you are accepted a complete set up and tear down schedule will be included with your acceptance letter

You are expected to be present with your booth and open all three days of the event.

Community Organizations: This category requires proof of your non-profit status and you could need a charitable solicitations permit from The City Of Columbus if you plan to sell organizational items or accept donations.

Political Action Group (not political parties): No licensing is required for this category because no solicitations are allowed.

Community Organization Food – Go to the Community/Small Food application

You MUST have the correct licenses to participate.

LIABILITY

The Festival, its organizers and committees do not accept any responsibility for any injury, loss or damage to goods, displays, equipment or persons.

EXHIBITORS PROVIDE

If accepted you will be expected to bring your own **tables and chairs, fire rated pop-up tent – canopy – tarp (if you plan to use one)**, - as per Columbus Fire Code, ALL tents, canopies & tarps must be made of fire resistant material and you must have either a tag on the item or a certificate from the manufacturer stating such with you to show us - NOTE: any tents, canopies or tarps that do not meet Columbus Fire Code will be removed - no exceptions! Provide your own displays and lights (ALL lights must be shielded or caged – no bare bulbs are allowed), **heavy-duty outdoor electrical cords** and trash can to keep your booth area cleaned up. Shelter and lighting is provided for Community/small Foods area only.

The festival provides no equipment for vendor use.

YOU MAY NOT BRING:

If accepted you may **NOT** bring charcoal grills or cooking devices, glass bottles (this should be a no brainer but you would be surprised), **leave that boom box, computer, mp3 or radio at home unless you have earphones** – the single largest complaint on the

street fair is someone playing a amplified device and annoying the folks around them (imagine listening to your least favorite music or presentation all week-end long from the booth next door) - plus like it's a music and art festival folks there is enough noise!!

NO sewing machines, polishing devices, grinders, VCRs, TVs, radios, electric fans, computers.

Live music and Drums

You may not present live performance in or around your street fair booth, there is simply not enough room and your crowd will block your neighbor's customers, people trying to walk around and even cars during tear down. Drum Vendors - Drum Circles, while fun and energetic – actually are not fun for your neighbors who are trying to sell their wares, talk about their missions, tear down at night or who live on the edge of the park, and always must be limited in time span and cease without incident when requested to do so (at any time) by ComFest Safety, Street Fair or the Police.

Items Not Allowed For Sale or Distribution Include:

If accepted you may not sell or distribute flea market type items, weapons, weapon-like novelties, items made from coral or ivory, bootlegged records, tapes or CDs, water (unless selected to do so), food, baked goods (that's food folks), any infringement on the ComFest (Community Festival) logo, any materials contrary to ComFest (Community Festival) Statement of Principles, any materials that advocate sexism, racism, violence or that are discriminatory or violent in content.

BOOTH SHARING

If accepted you may NOT share your booth with anyone who has not participated in the selection process for 2014 and been accepted for the 2014 event. No letting someone share if you have been blessed with space – the event has a selection panel that works very hard to select the mix of merchandise and informational materials to be presented. This is also a good way to get uninvited next year!

ANIMALS

For the safety of the people and the animals, **NO** animals are allowed to accompany booth vendors (no animals in or around your booth – tied in the park behind your booth, left in your car or truck or in crates nearby), with the exception of working dogs for medical reasons, which must remain on a leash.

This means every animal! Leave them at home.

They will thank you and so will the festival.

STAY IN YOUR BOOTH! THIS MEANS EVERYONE!

If accepted, ALL sales and distribution of materials must be conducted in your booth space. You are not allowed to roam the grounds and sell or hand out anything! Do not stand in the street in front of your booth.

ELECTRICITY

Electricity is not guaranteed – bring a BATTERY-POWERED/ solar source of light with you for those temporary blackouts - The intent of the Festival in supplying power is for **lighting only**. The maximum allowable power for a booth is 250 watts (2.5 amps) at 120 volts. **This is approximately three 60 watt or four 40 watt light bulbs.** Vendors must have their own lamps or fixtures, NOTE: ALL light bulbs must be shielded or caged, **NO bare bulbs, old-fashioned big bulb holiday lights that get hot, rope and icicle lights, quartz or fluorescent lights.** If selected, you must bring heavy-duty outdoor type extension cords and a ground fault protector or multi plug with it's own circuit breaker. **NO - You may not bring your own generator – small ones are noisy and pollute the general area around them.** Got a solar one - contact us if your accepted.

NO sewing machines, polishing devices, grinders, VCRs, TVs, radios, electric fans, computer displays, etc.

TENT CONFIGURATION

All tents must be fire rated, must fit in your space and can have no overhangs or awnings sticking out into the street. You **MUST** anchor your tents, either with buckets of cement, cement blocks, water jugs or other weights. In the Park stakes that go directly through the legs may be used – stakes with ropes may not

COMFEST TOKENS

You may accept them but you have to use them yourselves
you may not turn them in for cash or as your percentage.

Please review the above information - if your question is not answered you may email us at comfeststfair2@cs.com

Keep in mind that everyone who is working at the event is a volunteer, no one is paid to be helping you or in too many cases listening to you complain. Everyone is in this together and it is important you are part of the Team. The Festival reserves the right to not accept vendors who have broken the rules.

Community Festival Statement of Principles

The Community Festival is guided by its principles. The principles are statements of what the members believe are basically important. They are:

We think that people ought to work for the collective good of all people rather than for personal gain
We support cooperation and collective activity rather than competition and individual profit
We believe that the basic necessities of life are a right and not a privilege
We believe that people have the collective right to control the conditions of their lives
We believe that people should strive to conduct their lives in harmony with the environment
We recognize that there are primary attitudes that divide and oppress people; these attitudes are usually shown by prejudice against people on the basis of age, class, ability, income, race, sex, and sexual preference or orientation.
We seek to eliminate these attitudes.