



Columbus Lodge 2599
Order Sons of Italy in America



2018 MarketPlace Vendor Application

This is an exciting opportunity to become part of a new and rich celebration of Italian Family & Heritage in central Ohio! Take advantage of an expected three-day crowd of 40,000+ guests by bringing your specialties to the *Italian Heritage Summer Festival* in Dublin, Ohio!

2018 Italian Heritage Summer Festival – July 13th, 14th & 15th

Application Deadline March 5, 2018

What is the Italian Heritage Summer Festival?

It's a celebration of Family, Food and Fun! One of the most significant and successful assimilations of the 20th century has been the unique food, music and gaiety of the Italian people in our everyday lives. The Columbus Lodge, Order Sons of Italy in America proudly embrace the heritage of our forefathers, and wish to preserve these traditions with authentic Italian dishes, entertainment and dance. Our marketplace booths feature cultural exhibits, gifts, wares and demonstrations designed to bring the warmth of Italy home to central Ohio.

For 2018 we expect to have approximately 20 MarketPlace vendors and 40,000+ guests.

Who is eligible to apply?

Applicants must be a year-round and/or seasonal operation with proven festival operational experience. Applicants must have all necessary licenses and insurance. The owner takes full legal responsibility for participation and is the party for whom all transactions will be conducted.

How do I apply?

Fill out the application and make sure it is completed by March 5, 2018.

All vendors must send photos of their serving areas. No money needs to be sent at this time.

How are vendors selected?

All applications will be reviewed and decisions will be made on or before April 23. A waiting list will be created for vendors not accepted. These vendors may be added if space opens up or other vendors do not return payment by the deadline.

~ No vendor is guaranteed to be in the Festival ~
Vendors are given preference based on the following criteria:

- Have unique items not served by other vendors
- Have attractive serving areas
- Have a solid track record with the Festival or strong references
- Have reasonable pricing

All decisions of the committee will be final

Will I receive confirmation of my application?

You will receive an email with a copy of your application immediately after submitting. On or before April 23, you will receive an acceptance or decline email.

Timeline

- March 5 ... Applications must be submitted
- April 23 ... Acceptance, decline emails sent
- May 7 Down payment and contracts must be postmarked or posted online
- June 18 Final payment must be postmarked Certificate of Insurance due

Fees:

10' frontage	\$ 450
20' frontage	\$ 700
30' frontage	\$1150
6' Tables	\$ 5.00 each
Chairs	\$ 1.00 each

(Do not send ANY money at this time ~ if accepted, your downpayment will be due on May 7)

What is required of vendors?

If accepted, all vendors will be required to meet all deadlines set above for materials and payments. In addition, all vendors will be required to agree to the Festival regulations.

Finally, ALL VENDORS must provide *Sons of Italy Columbus* proof of commercial general liability insurance on an "occurrence" basis with liability limits in the amounts of \$1,000,000.00 per occurrence covering personal injury, bodily injury and property damage; list as additional insured the *Sons of Italy Columbus & the City of Dublin*. Questions should be directed to Festival Chairman, Sostene Codispoti @ 614.582.7366. VENDOR is also responsible for obtaining Certificates of Insurance for any and all subcontractors hired by VENDOR. Additionally, VENDORS have an ongoing duty to notify *Sons of Italy Columbus* of any changes to its insurance coverage up to and through the end of the Italian Heritage Summer Festival.

All Applicants are required to send sample or photo of product(s)

Applicants should send quality samples of photos that give the best representation of your product line and its level of quality. Samples will not be returned.

If returning this application by mail, send sample with photo(s) to:

Sons of Italy ~ Columbus Lodge 2599

P.O. Box 20383

Columbus, Ohio 43220-0383

In order to better understand the offerings of our vendors, we ask that you fill out this form. This is important for all vendors. This will help us determine a better product mix, offer a wider variety, and reduce applications.

Grazie!



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Vending Name*

Legal Business Name (if different)

Primary Contact Person*

Email*

Phone Number*

Mobile Number*

(Please list the number we should call pre or post event. This can be the same as your mobile number. This is important in case we need to reach someone during the event)

Secondary Contact

Address*

Street Address

Address Line 2

City

State / Province / Region

Postal / Zip Code

Website Address

On-Site Booth size required*

10' x 10'

10' x 20'

10' x 30'

Additional Location sizes requested

*This information must be listed in order to be considered.



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Attach a photo of your booth set-up at an event.

Product Information

- List your items in order of importance.
- Please list items grouped by major categories such as t-shirts, jewelry, etc., instead of separately, such as *green t-shirts, white t-shirts, etc.*

Use the following format:

example: T-shirts \$10.00, Mug(s) \$5.00, Necklace \$25.00-\$100.000, etc.

Current Items (required for all vendors)*

Products Offered:

Clothing/Casual

(T-shirts, sweats, socks, etc)

Clothing/Dress

(Sweaters, capes, skirts, etc)

Other Textiles

(Wall hangings, blankets, linen, lace, etc)

Fine Ceramics

(Crystal, china, pottery)

Gift Ceramics/China

(Mugs, figurines, etc)

Miscellaneous Gift Wear

(Key chains, bumper stickers, etc)

Woodcrafts

Jewelry



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Attach a photo of your booth set-up at an event.

Products Offered (cont)

Wall Art

(Photography, paintings, prints)

Media

(Music CD's, books, videos, etc)

Other

Item

MarketPlace Applicant Artist Statement

ALL VENDORS:

Please include (3) three references.

Include, Event Name, Contact Person and their phone or email address.

Additional Information/Notes for the selection committee

**WE HOPE YOU WILL JOIN US,
BRINGING CULTURE TO LIFE!**

