



October 19, 2014

Hello again Vendors,

We are happy to celebrate the **5th** year of the **Cincinnati Chocolate Festival!** If you've been with us from the beginning or anywhere along the path, we welcome you back to another successful festival year. If you have not been a part of this **Chocolate Extravaganza**, don't miss out on the opportunity to join in with other Chocolate Loving Vendors, Sponsors, and thousands of Attendees of all ages in our **5th Anniversary Year.**

This delicious event is the perfect marketing opportunity for you to build brand awareness and engage foodies from all over the Tristate with your delectable chocolate samples. We are pleased to announce a reduced Anniversary rate in 2014. A standard Vendor booth is only \$175!

Enclosed you will find our Vendor contract for **Cincinnati Chocolate Festival 2014** with all the details. We would like to speak with you about participating in this one day spectacular event or answer any of your questions. **Please contact Susan Melowsky at 513-703-6087 cell or 513-861-3311 home.**

We thank you for your anticipated support and participation!

The Cincinnati Chocolate Festival Committee

Proceeds from the **Cincinnati Chocolate Festival** will support the **Isaac M. Wise Temple Sisterhood** whose projects have included the Interfaith Hospitality Network, Over-the-Rhine Soup Kitchen, Freestore Foodbank, The Assistance League, YWCA Battered Women's Shelter, Dress For Success, and many more. Visit us at www.CincinnatiChocolateFestival.com.



**October 19, 2014 12N-5P Cintas Center
CONTRACT FOR BOOTH SPACE**

2014 Vendor Pricing:

\$175.00 Standard Booth [10'x 6' Booth includes 8ft covered table, 2 chairs, cloth backdrop and banner with YOUR Company's name]

\$250.00 Premiere Booth [10'x6' Booth includes 8ft covered table, 2 chairs, cloth backdrop and banner with YOUR Company's name]

\$25 Electric access per outlet

CCF will have final rights of placement.

COMPANY (please print) _____

CONTACT PERSON _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____ FAX _____ EMAIL _____

WEBSITE _____ FACEBOOK _____ TWITTER _____

CONTRACT AUTHORIZED BY: _____ TITLE _____ DATE _____

_____ Standard Booth _____ Premiere Booth _____ Electric

Products or services to be sold [MUST be chocolate related]: _____

Contact Person during MOVE IN/OUT _____ Cell number _____

TERMS OF BOOTH PAYMENT

Total Space Cost \$ _____

Payment Required with Completed Contract. SPACE is NOT RESERVED until PAYMENT is received in FULL no later than 9/15/14.

No refunds or cancellations accepted after 9/1/14.

**Please make checks payable to: Cincinnati Chocolate Festival
9071 Cummings Farm Lane
Cincinnati, OH 45242**

By signing, you agree to all terms, rules and regulations stated on this contract. Original copy of this contract, **signed on both sides**, must be returned to the Cincinnati Chocolate Festival with **payment in full AND certificate of insurance** [1 M required]. IF vendor sells items NOT pre-packaged or boxed and sealed, a **Temporary Food Permit is REQUIRED**. NO Booths will be reserved or held without receipt of ALL the above.

Vendor's Legal Company Name _____

Signature/Title _____ Date _____

CCF OFFICE USE ONLY

Cincinnati Chocolate Festival
9071 Cummings Farm Lane
Cincinnati, OH 45242

www.cincinnati-chocolate-festival.com

Booth # _____ Date _____

Check # _____ Amount _____

Accepted by: _____ (For CCF) Date _____



RULES AND REGULATIONS

1. Sample Tastes

All Vendors are required to have at least 2000 sample tastes available to attendees for 1 ticket/ea.

We encourage vendors to prepare more samples as past attendance has been plentiful.

2. Raffle Donation

All Vendors are required to provide an item for the Cincinnati Chocolate Festival (CCF) Raffle Baskets by Sept 1, 2014.

This may include a gift certificate or individual item. If preferred, Vendors can provide an entire basket representing their company.

3. Vendor Competition

Vendors are required to provide at least one item to be judged in the Vendor Competition. If preferred, a Vendor may provide up to two items for judging.

4. Move-In /Move-out

MOVE-IN: Sat Oct 18 5pm-9pm*subject to change per Xavier sports schedule [MUST be out of building by 9pm] AND Sun Oct 19 8am-11am. All Booths MUST be set and staffed by 11:30am. NO Booths may be torn down prior to 5pm. A limited number of dollies are available.

5. Booths/Exhibit

All Vendors must keep booth(s) within their designated area. No space may be sublet. Only one company per exhibit is permitted to display. Vendors are prohibited from displaying brochures, fliers, signs or other promotional materials of other companies. Sales orders and appointments can be made from your exhibit. Vendors are not permitted to solicit customers outside the confines of their booth. Use of loudspeakers and microphones are prohibited, unless approved in advance. Use of speakers and/or video/audio equipment shall not disturb other Vendors. All booths must be professional in appearance. Portable displays are acceptable. Booths shall be staffed by the Vendor at all times during show hours. Vendor badges are required to be picked up at the show registration booth and worn by Vendors during the course of the Festival. All badges must be returned to the show registration booth at the conclusion of the show. Aisle space shall be under the exclusive control of the CCF and may be used by Vendors only with the consent of CCF.

6. Subletting/Liability

The Cincinnati Chocolate Festival shall not be responsible for damages by reason of injury to any person or Vendor, its agents, or employees, or for any property from any cause or causes while in, or in any way connected with rental space being used by Vendors. While the CCF will exercise reasonable care to safeguard your property, neither the CCF, the Cintas Center, nor their employees, shall be liable for any loss, damage or claims of any kind relating to the property in or around Vendor's booth. Neither the CCF nor the Cintas Center will be liable for fulfillment of contract for rental space if non-performance is due to strikes, acts of God, authority of the law, or any causes beyond our control. Vendors shall waive any claim for damages on the premises. Vendor agrees to indemnify, defend and hold harmless the CCF and its agents, employees, officers, directors, representatives and affiliates, against all loss, costs, damages, liabilities actions, causes of action, demands, claims or injury of any nature whatsoever brought or asserted by any person and in any way connected with, arising out of or claimed to be arising out of, Vendor's booth or any rental space used by Vendor. This agreement to indemnify, defend and hold harmless extends to all claims of injury or damage related to your actions or the booth rented by Vendor whether direct or indirect, incidental or consequential, regardless of whether they are the result of the negligence of CCF. This agreement to indemnify, defend and hold harmless also includes with limitation, (1) all claims, demands and actions arising out of or in any way related to any license copyright, trademark or patent right or laws, and (2) all claims, demands and actions related to any theft or claim of theft of any personal property.

7. NSF Check

In the event that the Vendor's check is returned by a bank due to insufficient funds, a \$35 Administration Fee will be charged to the Vendor. Repayment in the form of money order or cash will only be accepted.

8. Equipment

Dollies are available at CCF's cost but Vendor agrees to not hold CCF or the Cintas Center liable for any damage during usage.

9. Tear Down

All Vendors are required to work until show hours are over or all the patrons are gone, whichever comes first. Any Vendors that tear down early will be held liable for any damage or problem.

10. Insurance

All Vendors are required to provide certification of insurance (\$1 million dollars) AND a Temporary Food Permit if selling items not pre-packaged or boxed and sealed.

All points not covered by these rules are subject to the judgment of the Cincinnati Chocolate Festival.

I have read the Rules & Regulations and our company agree to abide by them.

Signature of Authorized Vendor Representative/ Date