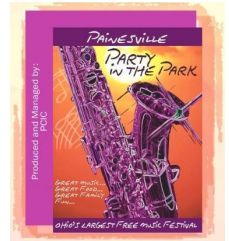




The Painesville Community Improvement Corporation  
extends a cordial invitation to participate in:

# Party In The Park - 2024

**Friday, Saturday, & Sunday - July 19, 20, & 21, 2024**



Party In The Park (PITP) is hosted by the Painesville Community Improvement Corporation (PCIC) a non-profit 501(c)(3) community based organization. All the proceeds from this fundraising event benefits the community through PCIC's various programs and grants.

We are proud to host the largest free music festival in the Midwest featuring 3 days of non-stop music with bands and DJs running from noon till midnight. We sell beer, wine, liquor, and specialty cocktails; offer an exclusive VIP area with seating, food, drinks; and provide a Family Fun Zone featuring multiple huge inflatable activities, entertainers, and craft projects. Food vendors line up on the perimeter of the park to offer a wide selection of options, and the midway is filled with local crafters, specialty products, businesses, and various non-profit organizations exhibiting and connecting with the crowd.

We hope that you will participate in this awesome event and ask that you complete the application process by filling out a contract and making a deposit as soon as possible. Space is limited and submitting early is the only way to avoid missing out.

For more information about being a vendor at Party in the Park, please visit our website:

[www.painesvilleimprovement.com](http://www.painesvilleimprovement.com) or email us at: [vendor@parkpartyinfo.com](mailto:vendor@parkpartyinfo.com)

All applicants for participation in Party In The Park are required to submit the proper contract and fees according to the following fee schedule:

<b>Business Type</b>	<b>Contract</b>	<b>Price Each</b>	<b>Prior to 4/1 Discount</b>	
Food Sales	<b>A</b>	\$ 800	\$ 100	(\$700 price)
Business for Profit	<b>B</b>	\$ 550	\$ 100	(\$450 price)
Non-Profit / Church / Political	<b>D</b>	\$ 350	\$ 50	(\$300 price)
Artist /Crafter	<b>E</b>	\$ 400	\$ 50	(\$350 price)
Games	<b>F</b>	\$ 550	\$ 100	(\$400 price)

NOTE: All Party in the Park coordinators are volunteers and have regular day jobs also! Due to the large volume of phone calls in recent years we are requiring all our vendors to please provide an email address and communicate with us via email whenever possible. A valid email address is required for sign up this year.

## **Painesville Community Improvement Corporation (PCIC)**

### **Party In The Park Privilege Contract**

#### **All contracts are subject to the following stipulations:**

1. All payments are due and payable in the following manner: A non-refundable deposit of 50% due upon submitting the contract, although an early sign-up discount on site at PITP 2023 will be made available.  
Balance must be paid in full by July 1<sup>st</sup> 2024 - unpaid vendors will not be permitted to setup.
2. Food concessionaires must be covered by liability insurance. Proof of insurance must be submitted with a contract. No contract shall be accepted unless "proof of insurance" is submitted.
3. Amusements, Exhibitors & Food Concessionaires are NOT permitted to arrive prior to noon on Thursday. This contract becomes null and void if not set up prior to 10:00am on Friday. Trailers and vehicles in the Park must remain in place until after close of operations on Sunday; trailers and vehicles cannot be relocated during event operation.
4. All amusements and food concessionaires must be open all 3 days from noon until at least 10:00 pm. All vendors/exhibitors must remain open until at least 8:00 pm on Sunday.
5. All staff for amusements, exhibitors, and food concessionaires are to vacate the premises within one hour after the closing of the event each night.
6. Food concessionaires are responsible for acquiring their own food service license and must abide by the rules and regulations under such license; PCIC shall not be held responsible for any violation to that contract. Questions regarding the food service license and regulations should be addressed to the Lake County General Health District (440) 350-2543. All amusements, exhibitors & food concessionaires must meet the rules and regulations as set by the Fair Board of the State of Ohio, the Lake County Health Department, the City of Painesville Fire Prevention Bureau, or other applicable governing body
7. Both parties shall mutually agree that the Party In The Park Committee shall have full authority in the placement and operation of all participants.
8. All amusements, exhibitors and food concessionaires shall keep their area organized and clean at all times. The Party In The Park Committee, or its designee shall do trash bag pickup at your site. All amusements, exhibitors and food concessionaires must pick up paper and debris around their stands or booths at the close of each evening or whenever necessary.
9. All amusements, exhibitors and food concessionaires must also observe the following City of Painesville regulations for the Party In The Park.
  - Automobiles or other vehicles will be permitted on Veteran's Memorial Park property ONLY for such time as is required to unload or set up displays, booths, or apparatus pertinent to the concession, except for trailers, vans, automobile units used exclusively for vending purposes. Vehicles must enter and leave by designated concrete sidewalks. Cars and trucks used to move such units will be instructed to park in designated parking areas.
  - Any damage to the park turf, plants, shrubs, flowers, benches, signs, monuments, trash containers, water fountains, or other property will be the liability of the exhibitor or concessionaire.
  - Fires shall be permitted only in approved cooking units, located at designated areas. Open fires for cooking shall be limited to charcoal or charcoal products only. Charcoal fires shall be extinguished and disposed of only in designated containers. Each concessionaire must provide their own containers and haul away ashes daily.
  - Concessionaires shall provide adequate and sanitary wastewater disposal through holding tanks or other means. The City will designate one wastewater disposal site, and dumping times will be posted. Such wastewater must be disposed of in the designated sanitary sewer only. Vendors dumping into the street or other non-approved locations may be cause for shut down and assessment of fines.
10. Responsibility and Security: We have 24-hour security walking throughout the park day and night however we cannot guarantee your individual items. By acceptance of this agreement, the Vendor expressly releases PCIC, the Party in the Park Committee, and the City of Painesville of any and all liability for any damage, injury or loss to any personal or goods from any cause.
11. Exhibitors shall not assign, share, or sublet all or any part of their assigned space. Exhibitors shall not pass out any flyers, business cards, etc. anywhere in the Park except within their leased area. All displays, signs, etc. must remain within the leased area and off any walkways. Exhibitors shall not nail, screw, or otherwise attach anything to columns, trees, etc. All trash must be put in the area trash containers. PCIC reserves the right to determine suitability of items for sale and/or show. No radio or music is to be played as bands will be playing throughout the festival. Committee reserves the right to limit the number of participants in similar item categories.
12. Receipt of application, fees, and insurance does not constitute acceptance; PCIC reserves the right to refuse, in whole or part, participation of an amusement, exhibitor or food concessionaire. All cancellations must be received in writing at least 30 days prior to the event.

Failure to comply with any part of this contract shall constitute grounds for denial of consideration for privilege in the following year.

# 2024 Party In The Park Vendor Contract

Space # \_\_\_\_\_

The Painesville Community Improvement Corporation (PCIC) leases the undersigned party space on their grounds to be used during Party In The Park 2024 running from July 19 to July 21, 2024. Information on this page is required and must be filled in completely.

**PLEASE PRINT LEGIBLY**

Business/Organization: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Cell: \_\_\_\_\_

Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Description of items being sold, booth purpose, or organizational mission:

\_\_\_\_\_

Booth space rental (reference vendor type on 1 <sup>st</sup> page)	\$ _____	x _____	qty = \$ _____
Add 10 x 10 tent setup in your designated area for \$250 each	\$ 250	x _____	qty = \$ _____
Add a table setup in your designated area for \$50 each	\$ 50	x _____	qty = \$ _____
Add folding chairs in your designated area for \$5 each	\$ 5	x _____	qty = \$ _____
Less Discount (applicable only if filed prior to April 1 <sup>st</sup> 2024)			\$ _____
		<b>Total Contract</b>	= \$ _____

**A Non-Refundable deposit is required upon submitting this contract; Balance is due before July 1<sup>st</sup>, 2024**

Failure to select the proper booth space rental fee will result in the contact being rejected and needed to be resubmitted

Space requests are not guaranteed

PCIC reserves the right to cancel and re-sell the space referred to in this contract if the balance of the amount due is not received before the applicable due date. Early filing discount is on applicable to contract received electronically or postmarked on or prior to designated early filing date. Cancellations must be received in writing no less than 30 days prior to the event.

Questions can be emailed to: [vendor@parkpartyinfo.com](mailto:vendor@parkpartyinfo.com)

We accept payments via PayPal on our website at: [www.painesvilleimprovement.com](http://www.painesvilleimprovement.com) or checks payable to "PCIC-Party in the Park"

Please mail completed contract and payment to:

**PCIC - Party In The Park**  
**P.O. Box 415**  
**Painesville, OH 44077**

I/we have read all the Stipulations of the Painesville Community Improvement Corporation (PCIC) relating to *Party In The Park* and the City of Painesville relating to the use of Veteran's Memorial Park and acknowledge that I/we will comply fully with same, and hereby make application as a vendor/exhibitor. I/we hereby assume all risks and hazards incidental to the conduct of this activity, and do further hereby release, absolve, indemnify and hold harmless the PCIC and the City of Painesville.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Office use only:** Deposit amount: \$ \_\_\_\_\_ Via: Cash / PayPal / Check# \_\_\_\_\_

Received Date: \_\_\_\_\_ By: \_\_\_\_\_

**Balance Due by July 1<sup>st</sup>, 2024**

Balance amount: \$ \_\_\_\_\_ Via: Cash / PayPal / Check# \_\_\_\_\_

Received Date: \_\_\_\_\_ By: \_\_\_\_\_

Food vendor

Space layout

Insurance on file

Moved in

Inspected

**ALL BLANKS MUST BE FILLED IN (One Drawing per Food, Game/Amusement Trailer)**

WIDTH of trailer: \_\_\_\_\_ ft. Do NOT include Awning

LENGTH of trailer: \_\_\_\_\_ ft. Do NOT including Awning or Hitch

We **MUST** have accurate sizes - NO ESTIMATING or ADDING ON - space is VERY limited!

Is your trailer hitch removable? \_\_\_\_\_

If not, how far does it stick out from your trailer? \_\_\_\_\_

If your hitch is removable, we request that you remove it.

Electrical Requirement 110 \_\_\_\_\_ or 220 / 30 AMPS \_\_\_\_\_ or 220 / 50 AMPS \_\_\_\_\_

You are required to supply the correct plug to fit our electrical boxes. No direct hookups unless pre arranged.

Our space is limited. We will try to provide an on-site space for your supply truck.

You will be notified if this is possible.

Do you have a supply truck or trailer? \_\_\_\_\_ If yes, please give the length: \_\_\_\_\_

Supply Truck - Electrical Requirement

110 \_\_\_\_\_ or 220 / 30 AMPS \_\_\_\_\_ or 220 / 50 AMPS \_\_\_\_\_

**Please Note This Change:** There will be a \$25 per linear foot surcharge if the trailer that you bring does not match the drawn dimensions. We reserve the right to move your trailer to accommodate the increased size of the unit.

Please DRAW IN where your awnings are & where you serve from - this will determine the direction in which we place you.

Questions contact: [food@parkpartyinfo.com](mailto:food@parkpartyinfo.com)



Draw in your awnings, doors, and service opening.

Trailer Length \_\_\_\_\_

Trailer Width \_\_\_\_\_

Hitch Length \_\_\_\_\_ (if not removable)

Awning Size \_\_\_\_\_