



Sunday, November 20, 2022
3:00 – 6:00 p.m. Creekside
District

Retail Vendor Application

OFFICE USE ONLY

___ Signed application

___ Vendor fee

___ Completion date: _____

Applications must be postmarked no later than November 3, 2022

Company/Organization: _____

Contact: _____

Address/City/State/Zip: _____

Phone #: _____ Phone # During Event: _____

E-mail: _____

Retail Vendor Fee covers reserved SPACE ONLY.

Vendors must provide own table, chairs, fire extinguisher, tent and tent weights. All vendors will be located outside, will be stationary during the event, and must remain open from 3:00 to 6:00 p.m. (Note that the event runs until 6:30 p.m., following Santa’s arrival and the tree lighting ceremony. You may remain open until 6:30 p.m. if you wish.) **No water or electric will be provided.** Battery powered LED lighting is encouraged.

___ \$75 Retail Vendor – 10’x10’ space

List all products that you wish to sell, promote, or distribute along with pricing. Visit Gahanna reserves the right to limit the products that may be sold or given away in order to avoid duplication of product and/or conflicts with sponsorships:

New Vendors must include two (2) references from other events, current photos of your booth, and products.

By signing below, I acknowledge that I have received and reviewed the 2022 Holiday Lights Celebration Vendor Information & Regulations, that I agree to always abide by the Vendor Information & Regulations, and that I am duly authorized to sign on behalf of the organization listed below.

Company: _____

Signature: _____ Date: _____

Return completed application, fees and required materials by November 3, 2022, to:

**Gahanna Convention & Visitors Bureau
ATTN: Holiday Lights Celebration
167 Mill St., Gahanna, OH 43230**

2022 Holiday Lights Celebration: Retail Vendor Information & Regulations

1. **Deadline:** Applications must be postmarked by November 3, 2022. Space is limited and submission of an application does NOT guarantee a space at the event.
2. **Vendor Fee:** Applications must include required vendor fee in order to be considered.
3. **Vendor Selection:** The Gahanna Convention & Visitors Bureau (Visit Gahanna) will review all complete applications. All activities you wish to provide and items you wish to promote or distribute must be listed on your application. Vendors will be judged on uniqueness, quality, appropriateness, and prior event experience. No vendor shall share, assign, sublet or apportion any part of their space without prior written approval from Visit Gahanna.
4. **Application Confirmation:** Acceptance/denial notification will be sent to applicants by November 10, 2022. All fees will be returned to any applicant who is not accepted, and those applicants will be added to a wait list for future consideration should additional space become available. Visit Gahanna reserves the right to limit the items that may be distributed during the event. Items not listed on the application or not pre-approved by Visit Gahanna may not be distributed at the event. **No free food or drink items may be distributed at any time before or during the event without prior written approval from Visit Gahanna.**
5. **Refunds:** The Holiday Lights Celebration is an all-weather event. NO refunds will be granted.
6. **Vendor Operations:**
 - a. Vendor spaces must be staffed at all times during the hours of 3:00 to 6:00 p.m.
 - b. Vendors must supply their own tent, tent weights, tables, chairs, displays, lights, rain protection, water, fire extinguishers, parking, etc. No electricity will be available.
 - c. Per applicable fire regulations, all vendors are required to have an ABC 5# fire extinguisher. All vendor spaces are subject to inspection by the Mifflin Fire Department at its discretion.
 - d. Plan to provide enough activity supplies for 300-500 participants.
 - e. The Holiday Lights Celebration is a family-friendly event. All items displayed, sold or distributed by vendor must be event appropriate.
 - f. The Holiday Lights Celebration logo may not be used without specific prior written approval from Visit Gahanna.
 - g. Visit Gahanna has final discretion in all matters regarding vendors.
7. **Indemnity:** By receiving vendor space and further covenants allotted by the Gahanna Convention & Visitors Bureau, vendor releases and waives any and all claims that the vendor, his heirs and/or executors have or may have against the Gahanna Convention & Visitors Bureau, any of its directors, officers or employees, or any property owner, for loss, theft, breakage, or bodily injury sustained as a result of their participation. Visit Gahanna reserves the right to decline any vendor at any time, including on the day of the event, if the vendor does not meet the quality desired for the event or otherwise violates the Vendor Regulations set forth herein.

Holiday Lights Celebration FAQ

1. **Are there street closures?** Yes. Mill Street will be closed between Granville Street and Carpenter Road (with access open to the parking garage), and Town Street will be closed between Mill and High Streets.
2. **Where can I find up-to-date information?** Updated information about the Holiday Lights Celebration can be found at VisitGahanna.com and on our Facebook page, @VisitGahanna.
3. **Are local businesses open during the event?** Businesses in the Creekside District will be open during the event.
4. **Are there costs associated to attend the event?** There is no fee for the public to attend. Food and merchandise will be available for purchase, and local businesses may offer specials. Some activities may require a nominal fee.
5. **What happens if there is inclement weather?** The Holiday Lights Celebration will be held rain-or-shine. In the event of severe inclement weather, a determination will be made as to whether there is a need to cancel the event. If so, you will be notified as soon as reasonably possible.



Gahanna Convention & Visitors Bureau
(614)418-9114 or mbieter@visitgahanna.com