



**2017 Creepside Festival presented by Schneider Insurance
Gahanna Parks & Recreation Creepside Trick or Treat Trail Application**

PURPOSE

Creepside is a family event hosted by the City of Gahanna Department of Parks & Recreation and held in the Creekside District on Mill Street, Creekside Park & Plaza in Gahanna on **Saturday, October 21 from 11:00am-3:00pm**. Creepside showcases local organizations and their contributions to the community, while providing attendees a firsthand opportunity to learn about their organization.

For more information about the Creepside, please visit www.creepsidefest.com.

PROPOSAL CONTENT

In order to become a Creepside Trick or Treat Trail Participant, the Gahanna Department of Parks & Recreation requests the following.

1. Gahanna Department of Parks & Recreation Creepside Trick or Treat Trail Participant application.
2. Agree to only present from 11:00am-3:00am on the provided date. Arrive by 10:30a and clean up by 4p.
3. Provide a family friendly activity for the event.
4. Provide all candy/treats and decorate display area with seasonal decorations, including costumes for presenters.
5. Only (1) organization may present from each booth area and organizations must represent the name provided on the application; i.e. no shared booth space.

Application will be processed within 10 business days; no organization may participate until application has been processed & confirmed

PERMIT FEES

The Creepside Trick or Treat Trail Participant fees shall be as follows:

- \$55 – (non-food/drink vendor) Organization is responsible for bringing and setting up your own table and chairs, and decorating it with a seasonal tablecloth, decorations, candy/treats, etc.
- \$85 – (non-food/drink vendor) 1 table and 2 chairs provided. Vendor is responsible for a seasonal tablecloth, decorations and candy/treats etc.
- **Gahanna 501c3 non-profits to receive 50% discount (non-profit, must be located within Gahanna City limits)**
- **Food/drink/craft vendors must submit a separate vendor application (anyone reselling items).**

Completed application & payment should be made to the City of Gahanna, Dept. of Parks & Recreation, 200 S. Hamilton Road, Gahanna, Ohio 43230. Applications are due by October 12, 2017 at 5pm. Checks should be made payable to: City of Gahanna

LICENSE REFUSAL

The Department of Parks & Recreation may refuse to issue Creepside permits if any of the following is found to be true:

1. The applicant has made a false statement as to any matter in the application;
2. The applicant or his prospective employer has violated any provision of this policy within the last three (3) years;
3. The applicant is under 18 years of age;
4. The applicant has not complied with all applicable regulations of this or any other City agency, as well as those of the state and federal governments;
5. Any other reason for which a license may be refused as provided in various sections of the City of Gahanna Codified Ordinances.

LICENSE SUSPENSION, REVOCATION

Creepsides permits may be suspended or revoked by the Department of Parks & Recreation for one or more of the following reasons:

1. Fraud, misrepresentation or bribery in securing a license or during the course of business; or,
2. Violation of any provision of this chapter;
3. Conviction of any criminal or traffic offense while operating, or conviction of any criminal offense involving theft or fraud; or
4. For any of the reasons which could have been grounds for refusing to issue the original license; or
5. Possessing, selling or distributing intoxicating liquor, beer or illegal substances such as illicit drugs and/or drug paraphernalia.
6. Creepsides Trick or Treat Trail Participant are only permitted within the space provided. Vendors are not permitted to float throughout the event distributing flyers, coupons or any other information.
7. Only the Creepsides Trick or Treat Trail Participant represented on the application is permitted to attend the event. No other organizations are permitted to be within the booth space.

GAHANNA PARKS OPERATION

Vendors shall not:

1. Obstruct pedestrian or vehicular traffic upon any walkway or other public right-of-way. Leaving less than five (5) feet of space available for pedestrian traffic on any walkway shall be considered obstruction of pedestrian traffic.
2. Sell, barter, offer or expose for sale any goods or services to occupants of vehicles whether parked or in motion which may be located in parking lots adjacent to the Creekside Plaza or on roads, alleys and streets.
3. Operate on any sidewalk or trail.

Vendors shall:

1. Operate only in areas designated by the Director of Parks & Recreation.
2. Operate using only authorized and licensed trailer, pushcarts and/or tents.
3. Be responsible for own utility needs (electric). Electric is NOT provided
4. Not resell products during the Creepsides festival. This requires a separate application and fee.

TENT REQUIREMENTS

1. Tents shall:
 - a. Not be larger than 100 sq ft; (10' x 10' tents ONLY)
 - b. Be anchored without stakes (use weights).

Creepside Trick or Treat Trail Participant Application

Applicant NAME: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

BUSINESS PHONE: _____ ALT. PHONE: _____

E-MAIL: _____

Creepside Trail Participant \$55 Creepside Trail Participant \$85 (includes 1 table & 2 Chairs)

Organization participating: _____

Tax ID (only needed if Gahanna non profit)

I have read and understand the conditions of this permit and have the authority to enter into this agreement and agree to abide by the conditions of this permit.

HOLD HARMLESS CLAUSE

For and in consideration of the opportunity to participate as a vendor for the City of Gahanna, Department of Parks & Recreation, I, for myself, my heirs, executors, and administrators, acquit, discharge and covenant to hold harmless the City of Gahanna, its successors, its officers, employees, servants, and agents of and from any and all actions, claims, causes of actions, claims demands, damages, costs, loss of services, expenses and compensations, on or account of or in any way growing out of any and all personal injury or property damage which may result to me as a result of participation as a vendor. I/We have read and agree to the vendor application and related department policies, including the right to use my photograph or image with or without my name, both single and in conjunction with other persons or objects for any and all purposes, including, but not limited to, private or public presentations, advertising, publicity and promotions relating thereto.

Applicant Signature

Date

The CITY OF GAHANNA, DEPARTMENT OF PARKS & RECREATION

Hereby enters in to an agreement with _____ for the operation as a participant at 2017 Creepside Festival during the hours of 11:00am-3:00pm.

The terms of this agreement and its associated licenses are valid from 10/21/17 to 10/21/17.

Zac Guthrie
Department of Parks & Recreation

Date

Creepside Trick or Treat Trail Information

Only one organization is permitted per registration paid, i.e. organizations are not permitted to share an exhibitor area. The name represented on the included registration form is the designated exhibitor, no other organization shall be permitted without an additional registration. During the festival exhibitors are prohibited from distributing any information to festival attendees outside of their exhibitor space, which is considered any area outside of 15 feet from the exhibitors provided space.

Electricity is NOT provided or available

Frequently Asked Questions

Q: What time is the Creepside Festival?

A: October 21, 2017; 11:00am-3:00pm at Creekside Park & Plaza, 117 Mill Street. You are welcome to setup no earlier than 10:00am and no later than 10:30am. Please remain in your booth until the festival has come to a close at 3:00pm. Clean your booth area and vacate by 4pm.

Q: Where will I be setup?

A: Prior to the festival you will receive a map via email with all trick or treat trail participant locations. Once at the festival, each participant will find a sign with their business name labeling their booth.

Q: What should I wear?

A: Costumes are encouraged, be festive! Event attire is always dictated by the weather. **Creepside Festival will run rain or shine** please plan accordingly.

Q: What should I bring?

A: If you requested a table for the festival, you will need only to bring seasonal tablecloth, decorations, candy/treat, etc. If you did not request a table, you will also need to bring one table (no longer than 10 feet) and chairs. Please remember your booth doesn't have electricity, if you are bringing lights, be sure they are battery operated. **10x10 tents are permitted, with adequate weights.**

Q: Where can I park?

A: Please park legally in any public parking spot. Mill Street will be closed from Granville to Walnut on festival day from 7:00am-5:00pm. The parking garage will be open and is free to all. There is another public parking lot at the corner of Town & High St.

Q: In case of inclement weather:

A: You will be contacted via email in the event of a cancellation. Please remember this event is **RAIN OR SHINE**; a cancellation is unlikely. No refunds will be given due to rain.

Important Contacts

Gahanna Parks & Recreation (Event Coordinator)	614.342.4250
Emergency (Police Dispatch)	614.342.4240
Fire Department (Mifflin Township)	614.471.0542