



6580 Huntley Road • Columbus, OH 43229  
(614) 846-8946 • Fax: (614) 846-1794 • SuperGames.org

The City of Mason is celebrating the annual Heritage Festival in a big way this year! The event will feature nationally recognized country music artists Clint Black and Craig Campbell, kids' zone activities, an extreme activity area, food, fireworks & more! We are expecting large crowds for this celebration and hope that you will choose to highlight your business by joining in the fun!

The Heritage Festival will be held on Saturday, September 18, 2021 from 4PM-10PM at the City of Mason Municipal Center and Community Center Campus, 6000 Mason-Montgomery Road, Mason, OH 45040.

Please submit all questions or comments to Kelli Youngpeters [kyoungpeters@supergames.org](mailto:kyoungpeters@supergames.org).  
Please submit applications and payment to Sarah Stevenson [sstevenson@supergames.org](mailto:sstevenson@supergames.org).

## Who is eligible to be a food vendor?

Applicants must...

- Have **all** necessary licenses and insurance.
- Be year-round and or seasonal operation with proven festival and similar event experience.
- Be self-sufficient; contain a 3 compartment sink for washing/ rinsing/ sanitizing, adequate refrigeration, full provision of power utilities including electrical, LP gas or a portable quiet power generation unit, a portable water holding tank and a liquid waste disposal system.
- Comply with a fire safety inspection conducted by the City of Mason Fire Department on the day of the event or upon a scheduled appointment time with the City of Mason Fire Department. The required inspection will be at no additional cost to the vendor, and pre-event inspections can be scheduled by contacting the Mason Fire Risk Reduction Bureau at 513-229-8540.

## Where/ How do I apply?

The attached application is the only application that will be accepted. Full and complete applications must be received by August 15, 2021. Further, all food vendors must submit photos of their serving area/ set-up/ layout with completed application.

## **When and How are Vendors selected?**

All applications will be reviewed and participants will be selected on or before August 30, 2021 and will be contacted at this time via email. A waiting list will be created for those vendors that do not meet payment deadlines or if there are cancellations. Application submission is not a guaranteed acceptance to the event. Special preference will be given to Vendors based on the following:

- A Vendor has a strong previous relationship with the City of Mason.
- A Vendor is a Mason business and located in the City of Mason.
- A Vendor has a unique item(s) not provided by other Vendors.
- A Vendor has a clean and attractive serving station.
- A Vendor has practical and reasonable pricing.

### **Important Dates:**

- July 15<sup>th</sup> Food Vendor applications posted to [www.imaginemason.org](http://www.imaginemason.org)
- August 15<sup>th</sup> Applications must be postmarked for submission\*
- August 15<sup>th</sup> Vendors will be accepted and notified via email.
- August 30<sup>th</sup> All fees must be paid in full and certificate of insurance and food service license must be submitted and received by Food Court Manager
- August 30<sup>th</sup> Special Event Coverage Insurance payment due. (if specified by application)

### **Fees:**

20 x 30 space- \$400 Includes one assigned parking space for Vendor's personal vehicle for duration of entire event (allotted space is standard public parking space 18 x 9).

### **What items may be sold by Food Vendors?**

Your menu will be restricted to approved items only. Please do not bring items that have not been approved by the Food Court Manager. Failure to adhere to this requirement will result in being asked to vacate the premises and there will be no refund for all fees. Food vendors may sell their own soda and water. Pepsi Products are preferred (Aquafina, Gatorade, NuRane, SoBe Life Water, Propel Fitness Water, Dole Juice and SoBe Juice, Lipton Pure Leaf/Ice Tea, and Fruit Shoots). That includes products for personal/staff use.



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**Food Vendor Application Information  
City of Mason ~ Heritage Festival September 18, 2021**

You may email your application to: [sstevenson@supergames.org](mailto:sstevenson@supergames.org) or print and mail to Sarah Stevenson, SuperGames, 6580 Huntley Road, Columbus, OH 43229 Attention: Food Vendor Application

Please type or print legibly:

Vendor Name: \_\_\_\_\_

Legal Business Name: \_\_\_\_\_

Primary Contact Name: \_\_\_\_\_

Secondary Contact Name: \_\_\_\_\_

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

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

Phone (Main): \_\_\_\_\_ Cell: \_\_\_\_\_

Email\*: \_\_\_\_\_

Website: \_\_\_\_\_

Social Media Links:

Facebook: \_\_\_\_\_ Twitter: \_\_\_\_\_ Instagram: \_\_\_\_\_

*\*Required for confirmation purposes. Email list is not distributed.*

Are you a NEW food vendor to event(s) held in Mason? Yes: \_\_\_\_\_ NO: \_\_\_\_\_

References from other festivals (new vendors only) or similar events:

1. Event Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Phone number or Email: \_\_\_\_\_
2. Event Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Phone number or Email: \_\_\_\_\_

**Fees**

Quantity Requested: \$400 (20 x 30)\_\_\_\_\_

Note: Size cannot be changed after application is submitted, unless approved by Food Court Manager. Includes one assigned parking space for Vendor’s personal vehicle for duration of entire event (allotted space is standard public parking space 18 x 9).

Please identify as one (1) of the following:

Food Truck:\_\_\_\_\_

Food Vendor Requiring a Tent: \_\_\_\_\_

Please give us a brief description of the type of food you will be presenting and selling at the event. For example, is your food type Mexican, Pizza, Bar-B-Q, etc... Attaching a menu is also acceptable:

**Product/ Item Information:**

**Main Menu Items:**

Item:\_\_\_\_\_

Price range for each item: \_\_\_\_\_

Item:\_\_\_\_\_

Price range for each item: \_\_\_\_\_

Item:\_\_\_\_\_

Price range for each item: \_\_\_\_\_

**Lesser Menu Items:**

Item:\_\_\_\_\_

Price range for each item: \_\_\_\_\_

Item:\_\_\_\_\_

Price range for each item: \_\_\_\_\_

Item:\_\_\_\_\_

Price range for each item: \_\_\_\_\_

Do you wish to participate in the Mason Bucks Program? (For more information please seeSection II item (d) of the Food Vendor Regulations) YES: \_\_\_\_\_ NO: \_\_\_\_\_



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## Food Vendor Regulation City of Mason ~ Heritage Festival September 18, 2021

### I. Vendor General Requirements

- a. Please identify what type of application you will be serving from  
Tent: \_\_\_\_\_ Food Truck: \_\_\_\_\_
- b. Is a trailer utilized? If yes, provide entire width and length including tongue: \_\_\_\_\_  
Is tongue to the right or left of the service window (from the customer's perspective)  
Right: \_\_\_\_\_ Left: \_\_\_\_\_
- c. Is a tent required? Is an awning utilized? If yes to either, please provide size (width and length) and a brief description: \_\_\_\_\_
- d. Is a grill to be utilized for food preparation? Yes: \_\_\_\_\_ No: \_\_\_\_\_
- e. What other item(s) will be used/ utilized outside the tent? If applicable, please describe below:  
\_\_\_\_\_
- f. Do you need to order ice from the City of Mason? Yes \_\_\_ # of bags \_\_\_ No \_\_\_\_\_  
*\*bags are 22 lbs and cost \$8 each* For Ice purchases please mail check made out to the City of Mason: Attention Dan Chambers, 6000 Mason Montgomery Road, Mason, OH 45050
- g. All tables, chairs, tents, supplies and everything needed for booth to be provided by vendors.
- h. Food Court Manager reserves the right to locate or re-locate booths according to the needs of the event.
- i. Do you intend on bringing a generator? Yes: \_\_\_\_\_ No: \_\_\_\_\_  
If yes, please state the decibel reading: \_\_\_\_\_
- j. Food vendor license and proof of Insurance with SuperGames and the City of Mason as named insured. Enclosed now: \_\_\_\_\_ or \_\_\_\_\_ to be mailed to SuperGames by May 15, 2020.
- k. If any food vendor cannot provide insurance meeting the requirements specified in the Liability Release and Indemnity (Hold Harmless) Agreement, including naming of the City of Mason and SuperGames as additional insured, they can be added to the City of Mason's *Special Event Coverage*. Cost per individual food vendor is \$73. Each selected food vendor requiring such a policy must submit payment by August 30, 2021 (checks made payable to: The City of Mason). A complete and approved vendor application is required with all payments. Fees to be mailed to SuperGames.
- l. Please provide photos of your set-up from previous festivals or events. Photo(s) must show set-up as it will be displayed at Heritage Festival.

## II. Vendor Regulations

- a. Maximum of four (4) main and four (4) lesser menu items permitted, including beverages PER booth. Example: If two booths are requested, then up to eight (8) main and eight (8) lesser items permitted, etc.
- b. City of Mason and SuperGames to certain neighborhood residents. Mason Bucks may be utilized for food and non-alcoholic beverages to participating food vendors. Please identify on the application if interested. Mason Bucks to be redeemed at the conclusion of the event by participating food vendors from Food Court Manager. Payment for Mason Bucks will be mailed to participating food vendors after the event or paid via credit card. Participating food vendors will be required to display a sign identifying them as a Mason Bucks participant. The City of Mason and Food Court Manager to provide participating food vendors with sign(s).
  1. Food vendors may sell their own soda and water. Pepsi Products are preferred. Ice may be purchased from the City of Mason or you may provide your own. Ice-22lb bags of ice for \$8 each. Pre-orders must be complete by August 30, 2021. Payment for the pre-order product must be provided prior to or day of event.
- c. Festival Date and Time (rain or shine) **Saturday, September 18, 2021 4:00PM – 10:00PM**

## III. Confirmation

- a. Upon receipt of applications (including current license(s), certificates of insurance (naming both SuperGames and The City of Mason as additional insured), a confirmation email will be sent to the email address provided within application.  
**All fees are due by August 30, 2021.**
- b. Vendors will receive complete staging instructions (including times, parking/ parking pass information, set-up and tear-down requirements, etc.) via email no later than September 13, 2021.
- c. A map will be enclosed with your staging information showing directions on where to load/ unload and park.
- d. Upon approval by Food Court Manager, all fees, permits and insurance will be due by August 30, 2021.
- e. Applications can be refused for any reason.

## IV. Staging Rules (including set-up/ tear-down)

- a. Vendors are responsible for all necessary labor and set-up duties during staging. Event staff/ volunteers are not and will not be allowed or permitted to assist vendors.
- b. Vehicles permitted into food court up to one (1) hour during the following times  
**only: Saturday, September 18 from 10:00AM – 2:00PM**
- c. For the safety of Event visitors, staff and vendor staging directions must be respected.
- d.

## V. Acceptance

- a. Initial here to show acceptance of Food Vendor Regulations for Red, Rhythm & Boom: \_\_\_\_\_

**Liability Release and Indemnity (Hold Harmless) Agreement**

The \_\_\_\_\_ shall indemnify, hold harmless and defend  
(Name of Organization)

the City of Mason, OH and SuperGames their elected and appointed officials, all employees, agents, all boards, commissions and all volunteers against and all liability, loss, costs, damages, expenses, claims or actions, including any attorney fees which The City of Mason, their officers, employees, agents, all boards, commissions and volunteers may incur or be required to pay, arising out of or by any act of omission on the part of the user, while conducting business at the Heritage Festival event, or while I am engaged in other Heritage Festival activities. I understand that The City of Mason and SuperGames are NOT liable or responsible for my organization in any way of injuries sustained, damages incurred or accidents occurring to my organization or its patrons during the Heritage Festival event.

In connection with this event, \_\_\_\_\_ shall obtain  
(Name of Organization)

Commercial General Liability Insurance Coverage, including products & complete operations, bodily injury, property damage and personal & advertising injury in an amount not less than One Million Dollars (\$1,000,000.00) per occurrence. Said policy shall be endorsed to contain the following:

- The City of Mason, 6000 Mason Montgomery Road, Mason, OH 45040 and SuperGames, 6580 Huntley Road, Columbus, OH 43229 their respective elected and appointed officials, employees, agents and volunteers shall be covered as Additional Insured.
- Coverage shall be primary to the Additional Insureds and not contributing with any other insurance or similar protection available to the Additional Insureds whether other available coverage be primary, contributing or excess.

A Certificate of Insurance verifying the required coverage must be presented to the City of Mason at least two weeks in advance of the event. The City reserves the right to require complete policies, including endorsements, required herein at any time.

The Release and Indemnity Agreement is given in consideration of participating in the Heritage Festival event and shall include any and all expenses incurred by the City of Mason and SuperGames from any and all liability claims, actions, demands, and/ or judgements, etc., including but not limited to attorney’s fees and any costs associated herewith.

I, \_\_\_\_\_, am at least eighteen (18) years of age and I have read and  
(Authorized Representative)

and understand the preceding statements, releasing of The City of Mason and SuperGames from any and all liability related to my organization’s participation and/ or involvement in the Heritage Festival event.

\_\_\_\_\_  
Authorized Representative’s Name (please print)

\_\_\_\_\_  
Authorized Representative’s Name (please print)

\_\_\_\_\_  
Authorized Representative’s Name (please print)

\_\_\_\_\_  
Authorized Representative’s Name (please print)



Activities • Events • Atmosphere

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**City of Mason ~ Heritage Festival September 18, 2021**

**Checklist**

In order for your application to be accepted and considered, it MUST be accompanied by ALL required forms. Before mailing in your application, please make sure you have included the following:

- \_\_\_\_\_ Food Truck or \_\_\_\_\_ Food Vendor Requiring a Tent and Hard Surface
- \_\_\_\_\_ Certificate of Insurance naming City of Mason and SuperGames as additionally insured  
**OR**  
(reference page 7 of contract for more information)
- \_\_\_\_\_ Request for Special Event Insurance, payable to City of Mason and due by 8/30/2021
- \_\_\_\_\_ Copy of State of Ohio Food Service License or Temporary Food License from Warren County Combined Health District
- \_\_\_\_\_ Enclosed photo of booth or Food Truck presentation
- \_\_\_\_\_ Food Description
- \_\_\_\_\_ Fees – Indicate and apply for quantity of booth(s) according to tent/ trailer needs:  
\_\_\_\_\_ 20 x 30 space \$400

Total Fees Due Upon Acceptance

\$ \_\_\_\_\_

**Credit/ Debit Card Authorization:**

User Name: \_\_\_\_\_

Type of Credit Card: Visa \_\_\_\_\_ Mastercard \_\_\_\_\_

Complete Credit Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

3 digit number on back of card (Visa/ Mastercard): \_\_\_\_\_

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

Note: All necessary paperwork, application(s) checks (including money orders) are due by August 15, 2021 and must be mailed to Food Court Manager c/o SuperGames.