

Cincinnati Chocolate Festival Vendor Information

October 23, 2011



1. The **Cincinnati Chocolate Festival** will be held at the **Cintas Center** on Sunday, October 23rd from Noon until 6 p.m.
2. Vendors can set up on Sunday morning beginning at 8 a.m. **No** teardowns will be permitted until 6 p.m. on Sunday.
3. **Booth space** is available to showcase your products and samples for \$150. **Premium** locations are available for an additional \$75.
 - a) Each space will include a skirted eight-foot table and two chairs. **Additional 8' tables** are available for \$100 and 6' tables for \$75. Additional chairs are available at no charge.
 - b) Electrical access is available **upon prior request** and will include a power strip and cord for an additional \$25.
 - c) Wireless internet is available at no charge.
 - d) Products may be sold directly to customers and orders may be taken – to be picked up at your business or shipped by you to the individual. If you wish to accept credit card payment, please use **only** hand-held slider or wireless credit card machines.
4. Vendors are required to provide an item to be included with the **Chocolate Festival Raffle Baskets**. If you prefer, you may provide an entire basket representing your business.
5. **Advertising benefits** are as follows:
 - a) Your business will be listed as either **Vendor** or **Donor**, or both, in our official **Cincinnati Chocolate Festival Program** and other promotional materials.
 - b) Promotional materials including brochures and posters for the **Cincinnati Chocolate Festival** will be supplied to distribute and display at your retail location(s).
 - c) Listing on the **Festival web page** of all **Vendors** and link to your website provided.
6. Products sold **must be chocolate related**. We will decline product lines that we feel are not up to quality or theme requirements.
7. **Samples** are an essential feature of the **Cincinnati Chocolate Festival**. When people taste, they will likely buy, so please come prepared with an abundance of small samples.
8. Participating Vendors are required to provide up to **two items** to be judged in the **Vendor Competition**. Items submitted may be either in the **food** or **non-food** category. An award will be presented and the winners will be announced at the event and in the media, affording more exposure opportunities for your business.
9. Booth selection will be made on a first come, first served basis. Premium booths and extra tables will be limited and distributed until sold-out. Please submit the form below to secure your booth space for this exciting event. We look forward to sharing this sensational experience at the second annual **Cincinnati Chocolate Festival**.
10. **All vendors must provide a certificate of insurance (for one million dollars) in order to participate**. You will need a **Temporary Food Permit** from the Health Department **if** you chose to sell items that are **NOT** pre-packaged or boxed and sealed from your place of business.

Hold Harmless: Vendor assumes the entire responsibility and liability for theft, losses, damages, suits, and claims deriving out of injury or damage to Vendor's displays, equipment and other property brought upon the premises of the Wise Temple Sisterhood Chocolate Festival and shall indemnify and hold harmless the Isaac M. Wise Temple and the Isaac

Please use the next page to register for you Vendor's space at the sweetest festival in town!

Vendor Booth Agreement

Business Name _____
Contact Person _____
Address _____
City/State/Zip _____
Phone _____ Fax _____
Email _____ Web Address _____

Vendor Booth Options:

- Check here for a standard booth for \$150.00
 Check here for Premium Location and add \$75.00
 Check here for additional eight-foot table/double booth and add \$100.00
 Check here for additional six-foot table and add \$75.00
 Check here for Electrical access for \$25.00

To reserve your booth space, a non-refundable deposit of 50% of total amount due is required with application. Balance will be due on September 1, 2011.

Premium Locations and additional tables are limited in quantity and will be reserved on a first come first served basis.

Total enclosed _____

Please make checks payable to Isaac M. Wise Temple Sisterhood

Check here if you are unable to be a Vendor this year but are wishing to offer your support by donating products or services for the Cincinnati Chocolate Festival.

My donation is _____

Please mail this form to:
Isaac M. Wise Temple Sisterhood
8329 Ridge Road
Cincinnati, OH 45236-1396
Questions? Call:

Jeanne Aronoff at 513.336.0480

Jenna Shersky at 513.600.5783



Proceeds from the **Cincinnati Chocolate Festival** will support the **Isaac M. Wise Temple Sisterhood** whose projects include YWCA Battered Women's Shelter, Dress For Success, Interfaith Hospitality Network, The Bedtime Bundles Program serving children at the YWCA Battered Women's Shelter, The Assistance League, and The Lincoln Heights Health Center. Sisterhood also supports the I.M. Wise Temple "Mitzvah" Day, a day of good deeds, serving over two dozen charities including the Alzheimer's Association, Caracole House, Drop-In Center, Easter Seals Resource Center, Fernside Center for Grieving Children, Free-Store/Food Bank, Wellness Community and many more. Please help us to make this annual event, the **Cincinnati Chocolate Festival** a continued success!

