

# Booth/Vendor Proposal Form

## Contact Information

Business Name: \_\_\_\_\_ Date of request: \_\_\_\_\_

Main Contact: \_\_\_\_\_

Business Owner: \_\_\_\_\_

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

City, State, Zip \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

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

## Booth Details

- My booth will be only handing out information and/or giveaways.
  
- My booth will be having activities, demonstrations, or free sessions of our business services.

Booth Activities Description:

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What can be done to adapt this booth's activities for persons with disabilities?

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Is there a specific event(s) where you would like to host a booth?

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### Target Age of Participants/Booth Visitors:

- Preschool (Ages 3-5)
- Youth (Ages 5-11)
- Pre-Teen (Ages 11-13)
- Teen (Ages 12-18)
- Adult (Ages 18 & up)
- Seniors (Ages 60 & up)
- All Ages
- Other (specify): \_\_\_\_\_

# Equipment and Supplies

What equipment and/or supplies will be provided/brought by the vendor? *(The vendor is responsible for ensuring that all non-park district equipment and supplies used for the program meets current safety and industry standards/guidelines and is in proper working condition.)*

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Please list what types of giveaways, handouts, and/or other free, promotional items you are planning to hand out to participants.

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- I understand that unless I have a contract to sell in the parks issued and signed by CWPD, I cannot sell products or offer paid services at my booth during the event, and may only hand out information or provide service demonstrations.
- I understand that I will need to submit a Certificate of Insurance with CWPD listed as additionally insured if my booth will have any interactive elements, demonstrations, or activities beyond handing out general information or giveaways.
- (FOOD VENDORS ONLY) If my event is located at a park located within the City of Centerville, I will also submit a copy of my Centerville Food Vendors License to CWPD.

# Verification of Information Statement

All booths/vendors must follow all CWPD park rules and regulations. Rules and regulations can be found and reviewed at <https://www.cwpd.org/parks/rules/>

The Centerville-Washington Park District reserves the right to deny any booth/vendor proposals. The Centerville-Washington Park District reserves the right to ask any approved booth/vendor to leave an event if CWPD rules and regulations are violated, the booth engages in non-contracted for-profit activities, or has included incorrect information on this form.

I agree that the statements and information provided in this document are true and correct. I will notify the Centerville-Washington Park District in writing of any changes to information in this document. I understand that I may need to provide verification of information/certifications mentioned in this document.

I also understand that in certain situations, vendors may be subject to one or more of the following background checks:

- State of Ohio and/or FBI criminal background checks

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