



# Non-Food Vendor Application

**City of Mentor Parks, Recreation & Public Facilities**  
 8500 Civic Center Blvd., Mentor, Ohio 44060 (440) 974-5720  
 www.MentorCityFest.com

Thank you for your interest in participating in the new Mentor CityFest. To reserve a vendor space, payment must be made in full and payable to the City of Mentor. All spaces are available on a first come, first served basis. Final approval and placement of all spaces is at the discretion of city staff. Cancellations before July 26 will be subject to a non-refundable \$50 administration fee. After July 28, there will be no refunds.

Applicant's Name: \_\_\_\_\_ Applicant's Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Applicant's Daytime Phone: \_\_\_\_\_ Applicant's Cell Phone: \_\_\_\_\_

Applicant's Email: \_\_\_\_\_

If the applicant will not be on-site during the festival, please provide contact information, including cell phone number, for someone who will be on-site:

Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

### Vendor Space Description

Please provide a brief description of the items or printed materials you intend to display, distribute or sell at your booth (please include photos if this is your first time participating in Mentor CityFest):

### Main Street Tent

All non-food vendors will be set up in this large, 180' x 60' sided tent featuring businesses of all types and community organizations. The Main Street tent is a focal point of the festival and vendors will enjoy heavy foot traffic and the opportunity to meet with thousands of visitors to our festival.

Each space will be furnished with one 8 ft. table, two folding chairs, one standard 120 volt electrical outlet, overhead lighting and off-site parking. 24-hour security is also provided.

Please note that vehicles will not be permitted on festival grounds. If a vehicle is part of your display, you will need to contact us to arrange to purchase a space outside (adjacent to) the Main Street tent.

Please reserve \_\_\_\_ 10 ft. x 10 ft. space(s) in the Main Street Tent for my business or organization!

If submitted on or before May 3                    x        \$250.00 = \$ \_\_\_\_\_

If submitted after 5 p.m. on May 3                x        \$300.00 = \$ \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Completed Forms: Vendor Application \_\_\_\_\_ Vendor Contract \_\_\_\_\_ Photos/Diagrams \_\_\_\_\_ Liability Form \_\_\_\_\_

Payment: Cash \_\_\_\_ Check \_\_\_\_\_ Visa / MasterCard / Discover \_\_\_\_\_ Exp \_\_\_\_\_ EVP \_\_\_\_\_

For complete information visit [www.MentorCityFest.com](http://www.MentorCityFest.com) For additional information, contact Maggie Kuyasa at [kuyasa@cityofmentor.com](mailto:kuyasa@cityofmentor.com) or (440) 974-5720

