



FOR OFFICE USE

Please email your intention to participate by April 1, 2024 to: [mhammaker@darkecountyparks.org](mailto:mhammaker@darkecountyparks.org)  
Application deadline July 1, 2024.  
\$25 late fee after July 1

BOOTH # \_\_\_\_\_  
Booth Size: \_\_\_\_\_  
Tent Rental: \_\_\_\_\_  
Ck. No. \_\_\_\_\_ Date Rec. \_\_\_\_\_  
Amount \$ \_\_\_\_\_  
Insurance Received: \_\_\_\_\_  
Contract Signed: \_\_\_\_\_  
Confirmed \_\_\_\_\_ Pkt. Mailed \_\_\_\_\_

Brought to you by Darke County Parks

### 2024 NON-PROFIT BOOTH APPLICATION

#### PARTICIPANT INFORMATION

Contact Person \_\_\_\_\_  
Group/Organization \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Telephone/Cell # \_\_\_\_\_  
Email \_\_\_\_\_

Non-profit groups are accepted at our discretion if they have unique items or services that complement our event or theme.

Proceeds from the sale of any items must be for the benefit of the non-profit and not individual members of the group. Signage/banners announcing the name of your organization must be visible. You are encouraged to enhance your space to tie into the historical aspect of our event.

If you are a non-profit and participating as an informational booth and not selling anything, the booth fee is waived, but in return for this, we would like to encourage you to have some kind of children’s activity (crafts, games, face painting, etc.) in your booth.

#### IMPORTANT DETAILS:

- We highly recommend that you carry some form of insurance (ex. Business insurance, certificate of liability, etc). Do you have insurance? (Circle below)  

YES                      NO
- It is recommended that all vendors have one 2A-10B:C dry chemical fire extinguisher.
- Only one vendor/business per booth space. No sharing of booths unless all involved pay the vendor booth rental fee.
- This is a rain-or-shine event. All vendor booths are expected to remain open during all festival hours—specifically, Saturday 10 a.m.–8:00 p.m. and Sunday 11 a.m.–5:00 p.m.
- Please send your application by July 1 to avoid the additional late vendor application fees of \$25. You will receive an email from us when you are accepted as a vendor. Further details will be sent to you

the second week of July. **All paperwork and payment MUST be in our possession by July 1, 2024— NO EXCEPTIONS.**

- All decisions by the committee are final. (Booth fee is returned if denied participation.)

Please provide a detailed description of the items you will have in your booth:

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**Booth Rental:** Please check which booth size you are renting.

- |   |          |
|---|----------|
| <input type="checkbox"/> 12' x 12' space (\$75)                       | \$ _____ |
| <input type="checkbox"/> 12' x 24' space (\$150)                      | \$ _____ |
| <input type="checkbox"/> Late fee (after July 1) if applicable (\$25) | \$ _____ |

**Tent Rental:** If you need a tent, we can rent one to you. A four-sided canvas tent will be ready for you.

- |   |                 |
|---|-----------------|
| <input type="checkbox"/> 12' x 12' tent (\$145) | \$ _____        |
| <input type="checkbox"/> 12' x 24' tent (\$290) | \$ _____        |
| <b>TOTAL</b>                                    | <b>\$ _____</b> |

*Submit original application to:*

**Darke County Parks  
Attn. Megan Hammaker  
P.O. Box 801  
Greenville, OH 45331**

*Make check payable to: **Darke County Parks***

*Check memo: **Non-Profit Booth***

**Please read and sign the agreement on the following page.**

## AGREEMENT

*I agree that I will not hold Darke County Parks, The Gathering at Garst Committee, Garst Museum, and/or the Darke County Historical Society liable for damages to person, property, merchandise, or displays in the festival. I have attached a Certificate of Insurance naming the Darke County Parks as an additional insured. I understand that nothing may be brought into the festival that has not been approved and that all applications are subject to jury approval by the Gathering at Garst committee. I understand that no booth fee refunds will be made after July 1, 2024. I understand that this is a rain-or-shine event. I understand that vendor booths will be expected to remain open during all festival hours (specifically, Saturday, 10 a.m.–10 p.m. and Sunday 11 a.m.–5 p.m.)*

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

If you have any questions or would like to send photos to us via email, you can reach us at:

Special Event Coordinator: *Megan Hammaker*

Phone: 937-548-0165

Email: [mhammaker@darkecountyparks.org](mailto:mhammaker@darkecountyparks.org)

***Please make a copy of this paperwork for your records.***