



Wild About Willoughby

2008

Dear Business or Craft Owner, or Non Profit Organization:

We thank you for taking the time to read this letter. We hope you join us in our Celebration of “Family” and “Community”.

Included with this letter is a booth-space application for the Annual Willoughby Frontier Days Celebration. If you or your group is interested in participating in this year’s event, please fill out the enclosed application and return it as soon as possible.

SPACE IS LIMITED TO A FIRST COME, FIRST SERVED BASIS.

Dates and hours for this years festivities are as follows:

- Friday, September 5th, 6:00 p.m. to 11:00 p.m.
- Saturday, September 6th, 3:00 p.m. to 12:00 Midnight
- Sunday, September 7th, 1:00 p.m. to 09:00 p.m.

Fees for a 10’ x 10’ space with access to electrical outlets are:

- Outside space, no cover provided, no electric required \$50.00
- Outside space, no cover provided, but 110 electric required (limited spaces)..... \$90.00

Fees for a 10’ x 20’ space with access to electrical outlets are:

- Outside space, no cover provided, no 110 electric required..... \$75.00
- Outside space, no cover provided, but 110 electric required (limited spaces)..... \$125.00

ALL tent/cover spaces must comply with ALL building & fire codes and **you may need up to a 100’ flexible extension cord and it shall be listed for extra hard usage, type SOOW-A/SOOW, SEOW-A/SEOW, SOW, STOW or equal.** These cords shall be listed for wet locations and shall be sunlight resistant. These cords shall not be run on the ground. **Residential 16/3 orange cords are not permitted.**

If you have any questions, please feel free to call me at 440-953-4343, or 440-968-3100. Please leave a message and I will get back to you.

See you there,

Colette L. Ackroyd
Craft & Business Booth Chairperson

**APPLICATION FOR BOOTH SPACE
WILLOUGHBY FRONTIER DAYS
September 5, 6, 7, 2008**

To be filled out by Frontier Dys Rep:

- Application Accepted
- Craft Booth
- Business Booth

Amount Owed: _____

Name of Applicant _____

Address _____ Phone (____) _____

City _____ State _____ Zip _____

Organization Name _____

Type of concession (description): _____

List ALL items to be sold or type of craft: _____

Space Type (check one):

Type of booth Trailer Tent Other

If other explain: _____

Size of booth in feet: Width _____ Length _____ Height _____

Voltage required: 110 vac _____ Wattage to be used _____

Booth services from: Front _____ Side _____

NOTE: Above must be completed in full!

This is an application for a booth permit.

Upon acceptance of your Permit, a copy of the attached completed contract will be returned to you.

It is the desire of the Frontier Days Committee that no major items will be duplicated. For this reason the permits will state what items you may sell.

Be sure that all items you wish to sell are stated on this application. Booth space is limited and on a first come basis. All entries, space assignments and location will be at the discretion of the Willoughby Frontier Days Committee.

CHECK LIST TO SUBMIT APPLICATION:

- Read & understand contract thoroughly**
- Fill out appropriate information on application and contract**
- Include a self addressed envelope**
- Call me or e-mail me with any questions: 440-953-4343 or 440-968-3100**
- Return the**
 - 1. Completed Application**
 - 2. Contract w/your signature**
 - 3. self addressed envelope**

TO:

Colette L. Ackroyd

Craft & Booth Space Chairperson

10134 Clay Street

Montville Tounship, Ohio 44064

CONTRACT REGULATIONS

1. The consumption of Alcoholic Beverages, other than that which is sold by the Willoughby Frontier Days Committee, is strictly prohibited according to the Liquor permit issued to the Willoughby Frontier Days Committee for 9-5, 6, & 7, 2008 by the State of Ohio.
2. Per the City of Willoughby, the following items are Prohibited Sales: silly string, snaps, stink bombs, itching powders, invisible ink, or other like items. Also scantily clad men and women posters and mirrors, and any other object that would be found undesirable in the family atmosphere at a festival.
3. Maximum booth size will be 10' frontage. Additional space requests must be made to the committee with this application. An additional fee may be added for extra large sizes. This will be noted on your permit. Space and electricity will be provided-booths and booth lighting are NOT supplied. 220 vac hookups are available on a limited basis and must be requested on original application.
4. EXHIBIT ATTENDANCE: We prefer exhibits be attended at all times during show hours unless your exhibit is intended as a well presented help yourself set up. Pay special attention to #7 and 8 of this contract.
5. SUBLETTING of EXHIBIT SPACE: Exhibit space shall not be sublet without the Written Consent of Willoughby Frontier Days.
6. EXHIBIT DISPLAYS: Displays will conform to standard show sizes (8' high back walls) And no interference in the visibility of neighboring exhibits will be permitted.
7. LOSS: Willoughby Frontier Days will cooperate fully, but shall not be responsible for: (a) damage to exhibitor's property, lost shipments, either coming or going out, moving costs; or (b) any delays, damage, loss, increased costs or other unfavorable conditions caused by circumstances beyond its control. If an exhibit fails to arrive, the exhibitor is, nevertheless, responsible for the exhibit space rent.
8. Damages: Willoughby Frontier Days shall not be responsible for injury that may occur to an exhibitor or his employees-or for the safety of any exhibit against robbery, fire, accident or any other cause or loss or damage. The exhibitor shall be responsible for providing insurance coverage against loss and/or injury resulting from the exhibitor's participation in the show. If an exhibitor damages the tent, he shall reimburse the owners of the tent for the cost of repairing such damage.
9. Interpretation and Amendment: The interpretation of these rules and regulations and their application are the final responsibility of Willoughby Frontier Days, which reserves the right to make reasonable amendments to these rules and regulations.
10. Utilities: It is mutually understood and agreed that Willoughby Frontier Days shall use proper and reasonable care to have all utility services installed in time for the opening of the show. Proper and reasonable care should also be taken to prevent the interruption of these services during the exhibition. However Show Management shall not be held responsible for late installation or interruption of any service that may occur.
11. FIRE LAWS & BUILDING CODE LAWS: Federal, State, and City laws must be strictly observed and will apply to ALL booths. Exhibitors must not block aisles, fire exits and lanes.
12. SEE CITY FESTIVAL GUIDELINES. FIRE LAWS & BUILDING CODE LAWS: Federal, State, and City laws must be strictly observed and will apply to ALL booths. tents, aisles, fire exits and lanes must not be blocked by exhibitors.
13. ALL THE EXHIBITORS shall have their booth set up and their vehicles parked in the designated exhibitor parking area by Friday, September 5, 2008 by 5:00 p.m.; Saturday, September 6, 2008 by 3:00 p.m.; Sunday, September 7, 2008 by 1:00 p.m..
14. FULL PAYMENT OF THE LEASE AMOUNT is due by Monday, September 3, 2007. Make checks payable to **Willoughby Frontier Days**.

Items to be sold as agreed: _____

Booth Space Agreed Lease amount _____

Leesee: _____ / Leesor Colette L. Ackroyd
(Please Print) (Please Print/Willoughby Frontier Day Booth Space Chairperson)

I, the leesee, agree to all of the above. _____
(Leesee Signature) (Date)

I the leesor agree to all of the above . _____
Colette L. Ackroyd, Craft & Business Booth Chairperson (Date)

GUIDELINES FOR CARNIVALS AND FESTIVALS

Electrical

1. **An Equipment Grounding Conductor** in accordance with Article 250 shall ground all equipment.
2. **Disconnecting Means**
 - Each ride and concession shall be provided with a fused disconnect switch or circuit breaker located within sight and within 6 feet of the operator's station. The disconnecting means shall be readily accessible to the operator, including when the ride is in operation. A shunt trip device at the operators console shall be permitted.
3. **Flexible Cords or Cables**
 - Flexible cords shall be listed for extra hard usage, type SOOW-A/SOOW, SEOW-A/SEOW, SOW, STOW or equal. These cords shall be listed for wet locations and shall be sunlight resistant. Residential 16/3 orange cords are not permitted.
 - If cords or cables are run on the ground accessible to the public, these cords may be covered with approved non-conductive mats, arranged not to present a tripping hazard. It shall be permitted to bury cables.
 - Required flexible cords and cables shall be continuous without splices or taps between boxes or fittings. Cord connectors shall be elevated at least 6 inches above the ground.
 - Flexible cords and cables shall be connected to devices and fittings so that tension is not transmitted to joints or terminals. (FPN) some methods of preventing pull on a cord from being transmitted to joints or terminals are knotting the cord, winding with tape and fittings designed for the purpose.
4. **Generators**
 - Generators shall comply with the requirements of Article 445.
 - Generators shall be of a type suitable for the locations in which they are installed.
 - Disconnecting means required for generators shall disconnect entirely, circuits supplied by the generator.
5. **Inside Tents and Concessions**
 - Wiring for temporary lighting shall be part of a listed assembly. Open conductor light stringers are not permitted. Lighting shall be securely installed and where subject to physical damage shall be provided mechanical protection. Lamps shall be protected from breakage by suitable fixtures or lamp holders with a guard.
 - All 125 volt, 15 and 20 ampere receptacle outlets that are used by personnel shall have ground-fault circuit-interrupter (GFCI) protection. Appliance receptacles such as cooking and refrigeration equipment are not required to have GFCI protection.
6. **Portable Distribution or Termination Boxes**
 - These boxes shall be designed so no live parts are exposed to accidental contact. These enclosures should be locked and located away from the public.
 - Where installed outdoors the boxes shall be of weatherproof construction and mounted not less than 6 inches above the ground.
 - Single pole connectors shall comply with Article 530.22. Single pole separable connectors shall be listed and of the locking type and shall comply with at least one of the following conditions:
 - a. Connection and disconnection are only possible where the supply connectors are interlocked to the source.
 - b. Line connectors are of the listed sequential – interlocking type.
 - c. A caution notice shall be provided adjacent to the line connectors, indicating plug connection sequence. (Equipment grounding-grounded conductor-ungrounded conductor) disconnection shall be in the reverse order.
7. **Wiring for Amusement Rides**, attractions, tents or similar structures shall not be supported by any other ride or structure unless designed. Overhead conductor clearance to rides and attractions shall be not less than 15 feet in any direction (600 volts or less). Over 600 volts rides shall not be located under or within 15 feet horizontally of conductors.

CODES PERTAINING TO TENTS CANOPIES

2005 OHIO BUILDING CODE SPECIAL CONSTRUCTION

SECTION 3102 MEMBRANE STRUCTURES

3102.1.2 Construction requirements. Construction shall comply with this code and the applicable provisions of Chapter 24 in the International Fire Code.

2003 INTERNATIONAL FIRE CODE SECTION 2404

TEMPORARY AND PERMANENT TENTS, CANOPIES AND MEMBRANE STRUCTURES

2404.3 Label. Membrane structures, tents or canopies shall have a permanently affixed label bearing the identification of size and fabric or material type.

OHIO FIRE CODE 1301:7-7-20 (CHAPTER 20) TENTS AND AIR-SUPPORTED STRUCTURES

(B) SECTION FM-2002.0 FIRE SAFETY REQUIREMENTS

(1) f-2002.1 Combustible materials: Hay, straw, shavings or similar combustible materials shall not be located within any tent or air-supported structure containing an assembly occupancy, except the materials necessary for the daily feeding and care of animals. Sawdust and shavings utilized for a public performance or exhibit shall not be prohibited provided the sawdust and shavings are kept damp. Combustible materials shall not be permitted under stands or seats at any time. The areas within, and adjacent to the tent or air-supported structure, shall be maintained clear of all combustible materials or vegetation that will create a fire hazard within 20 feet (6096 mm) from the structure. All combustible trash shall be removed at least once a day from the structure during the period the structure is occupied by the public.

(2) FM-2002.2 Exposed flames: Gasoline, gas, charcoal, or other cooking device or any other unapproved open flame shall not be permitted inside or located within 20 feet (6096mm) of the tent or air-supported structure unless prior approval has been obtained from the fire official.

(3) F-2002.3 Spot lighting: Spot or effect lighting shall only be electricity, and all combustible construction located within 6 feet (1829 mm) of such equipment shall be protected with approved noncombustible insulation not less than ¼ inch (6 mm) thick.