



Middlefield Swiss Cheese Festival Vendor Agreement Form 2026

Event Date: June 12-14, 2026 | Location: Middlefield, OH

This Vendor Agreement (“Agreement”) is entered into between the Middlefield Swiss Cheese Festival (“Festival” or “Organizer”) and the undersigned vendor (“Vendor”). By submitting an application and/or participating in the Festival, Vendor agrees to all terms and conditions contained herein.

EVENT INFORMATION

Event: Middlefield Swiss Cheese Festival

Dates: June 12, 13, and 14, 2026

Location: Cardinal Local School Grounds

16175 Almeda Dr., Middlefield, OH 44062

Website: www.middlefieldswisscheesefestival.com

Phone: 440-636-2218

Email: info@middlefieldswisscheesefestival.com

VENDOR INFORMATION

Company Name (as it should appear in advertising): _____

Contact Person: _____

Address: _____

Phone: _____ Email: _____

BOOTH SPACE & OPERATIONS

Requested Booth Size: _____ ft. x _____ ft. = _____ sq. ft.

Booth Location Preference (if applicable): 1st Choice _____ 2nd Choice _____ 3rd Choice _____

The Festival reserves the right to assign, relocate, or modify booth locations as necessary.

Festival Hours (mandatory operation):

Friday: 11:00 AM – 9:00 PM

Saturday: 10:00 AM – 10:00 PM

Sunday: 11:00 AM – 6:00 PM

Vendors are required to keep their booths open, staffed, and fully operational during all official festival hours. Early teardown or failure to operate during festival hours is prohibited without prior written approval from the Festival Committee.

Booth sharing or subleasing is not permitted without written consent.

SETUP & TEARDOWN

Vendor setup may occur the night prior to the Festival or the morning of the event.

All booths must be completely set up and ready for operation no later than 10:00 AM on Friday, prior to the start of the Festival.

Teardown may begin after 6:00 PM on Sunday or on Monday, as directed by the Festival Committee. Early teardown without approval is prohibited.

FEES, PAYMENT & REFUND POLICY

Booth Fee: \$ _____

Additional Options / Services: \$ _____

Total Amount Due: \$ _____

All fees must be paid in full by the deadline established by the Festival.

NO REFUNDS WILL BE ISSUED FOR ANY REASON. This is a rain-or-shine event, including weather-related conditions.

VENDOR RESPONSIBILITIES

Vendors are responsible for providing their own power, including generators and extension cords if needed.

Vendors must comply with all applicable local, state, and federal laws and regulations.

Vendors are solely responsible for collecting and remitting all applicable Ohio sales tax in accordance with Ohio law.

All activities, displays, and sales must remain within the assigned booth space.

FOOD VENDOR REQUIREMENTS

All food vendors must comply with State of Ohio and applicable local Health Department regulations.

Food vendors are responsible for obtaining, maintaining, and displaying all required permits and licenses.

Proper food handling, storage, sanitation, and temperature control must be maintained at all times.

Grease, cooking oils, and wastewater must be properly contained and disposed of off-site by the vendor. Dumping grease or wastewater on festival grounds, in drains, or trash receptacles is strictly prohibited.

TRASH & GROUNDS

General trash service will be provided by the Middlefield Swiss Cheese Festival Committee.

Vendors are responsible for keeping their booth area clean, orderly, and free of debris throughout the event and at the conclusion of each day.

INSURANCE REQUIREMENT

All vendors are required to carry Commercial General Liability Insurance with minimum limits of \$1,000,000 per occurrence.

The Middlefield Swiss Cheese Festival and the Cardinal Local School District must be named as Additional Insureds on the policy.

Proof of insurance must be provided prior to the event and must remain valid for the duration of the Festival. Failure to provide proof of insurance may result in cancellation of participation without refund.

PROHIBITED ACTIVITIES

NO alcohol sales, distribution, or consumption by vendors.

NO political campaigning, advocacy, fundraising, candidate promotion, or distribution of political materials.

No conduct, signage, products, or displays that are unsafe, offensive, disruptive, or inconsistent with the family-friendly nature of the Festival.

FESTIVAL RIGHTS

The Festival reserves the absolute right to refuse acceptance of any vendor or business for any reason.

The Festival reserves the right to terminate this Agreement, close a booth, or require any vendor or representative to leave the event premises at any time.

In such cases, no refunds will be issued.

LIABILITY & INDEMNIFICATION

Vendor assumes full responsibility for its products, activities, employees, and equipment and agrees to indemnify, defend, and hold harmless the Middlefield Swiss Cheese Festival, Cardinal Local School District, organizers, volunteers, sponsors, and affiliates from any claims, damages, losses, or expenses arising out of Vendor participation.

The Festival is not responsible for loss, theft, or damage to vendor property.

WEATHER & FORCE MAJEURE

This is a rain-or-shine event. The Festival is not liable for cancellation, delay, or interruption caused by weather, acts of God, government orders, or circumstances beyond its reasonable control.

AGREEMENT & SIGNATURES

This Agreement constitutes the entire understanding between the parties and supersedes all prior agreements or representations. No verbal agreements are binding.

Electronic signatures are acceptable and binding.

Vendor Signature: _____

Printed Name & Title: _____

Date: _____

Festival Representative: _____

Date: _____

Email to: Jason Roskelly
info@middlefieldswisscheesefestival.com

Mail to: **Middlefield Swiss Cheese Festival**
PO BOX 622
Middlefield, OH 44062

