



Memorial Day MARKET

Monday May 25, 2026 (8AM - 4PM)

CONTACT
bwmmmb1@gmail.com

Food Vendor Application

- 1) Electricity & water will be provided (provide your own extensions). You are responsible for having the correct plug and extension cords to reach the electric receptacles. You may need to visit the Square or call the City to obtain this information. No hot wiring will be allowed. If you would rather use a generator, you may provide your own, however the generator must be relatively quiet.
- 2) Each vendor must carry the required fire extinguisher. All vendors with deep fryers must have a K-class extinguisher. The Health and Fire Department will inspect your booth.
- 3) Food vendors may set up between 3:30 p.m. and 5:30 p.m. Sunday, May 24, 2026. You will be directed to your set-up location by the Big Walnut Boosters representative.
- 4) Please remove all your own trash from the Square. Do not leave the trash stacked in or near the trash cans. A dumpster will be provided across the street.
- 5) Food service may begin as early as 6:00 a.m. (other vendors and volunteers may be hungry). Continue food service until at least 4:00 p.m.
- 6) Big Walnut Music & Marching Band Boosters organization retains the right to limit the menu items offered by participating food vendors. We also reserve the right to limit the number of food vendors.

NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

EMAIL _____

PHONE _____

APPROX. LENGTH OF TRUCK/TRAILER (FT.) _____

BRIEFLY DESCRIBE THE TYPE OF FOOD OR SUMMARIZE THE MENU OF FOOD: _____

RESERVE 1 x Food Vendor Space @ \$150 each

Send your full payment with CHECK or MONEY ORDER or arrange electronic payment (email bwmmmb1@gmail.com) postmarked by May 12th, 2026 payable to: Big Walnut Music & Marching Boosters, PO BOX 551, Sunbury, Ohio 43074

AMOUNT ENCLOSED: _____

By signing, I acknowledge that I have read and I am bound to the terms on the following pages of this agreement. I also understand that if I do not enclose full payment for my booth space along with my signed contract, I will NOT be guaranteed booth space. If you intend to sell any type of food or drink, you must complete the Food & Beverage Vendor Addendum.

SIGNATURE _____

TERMS

Upon signing and returning the attached reservation form to Big Walnut Music and Marching Boosters (“BWMMB”), the vendor acknowledges responsibility to the City of Sunbury for any and all damages to the square as a direct result of the negligence of the vendor. Neither City of Sunbury or BWMMB are responsible for theft, loss, damages, or bodily injury to the vendor or employees of the vendor. By signing the attached agreement, the vendor accepts and acknowledges all rules and regulations stipulated below:

1. To reserve space for the Memorial Day Craft and Vendor Fair, BWMMB must receive this executed vendor contract as well as payment. The vendor agrees to pay \$150 for a food vendor space. Trees, lampposts and other obstructions may be included within the space and cannot be removed. All vehicles, tents, displays and sales must be contained within the vendor's purchased assigned space(s). The vendor must supply his/her own tables and chairs. **PER STATE REGULATIONS, ALL SIDEWALKS MUST BE HANDICAP ACCESSIBLE, ALL VENDORS WILL BE REQUIRED TO FACE SIDEWALKS (NO CURB SPACES WILL BE AVAILABLE).**
2. The vendor understands that reservation of spaces is on a FIRST COME, FIRST SERVE BASIS. Your reservation will be guaranteed if payment is enclosed with a signed reservation form until all available spaces have been reserved.
3. Vendor unloading to the lawn spaces will begin at 6:00 a.m. on the morning of the market. All vendors will check-in at the marked check-in station on S Vernon St. where volunteers will check you in and guide you to your assigned space(s). Reservations will be held until 7:00 a.m. Remaining spaces will be sold to those vendors on the waiting list. For vendors who pre-register, early set up will be available from 3:30 to 5:30 p.m. Sunday, May 24th. All food vendors must have paid their vendor fee before the event. Anyone who sets up without BWMMB volunteer direction may be asked to move.
4. Gates will open to the public at 8:00 a.m. All sales conclude at 4:00 p.m. and all vendors must leave the square area no later than 6:00 p.m. on the date of the event. Driving on the Square will not be permitted before 4:00 p.m. unless directed by the show organizer. Late arrivals (after 6:30 a.m.) and early departures (before 4:00 p.m.) will be asked to carry their display items/inventory on and off the Square. This request is made to ensure the safety of our vendors and guests.
5. Vendors should park in designated parking areas off the square. Parking spaces around the square are reserved for attendees of the market and vendors with special needs.
6. No vehicles weighing over 3/4 ton will be parked on the lawn area of the Square. However, parking on the grass is at the organizer's discretion and with the purchase of an additional assigned vehicle space. There are a limited number of parking spaces on the square. Heavy rain may render portions of the lawn closed to vehicles and refunds may be available at the discretion of the Big Walnut Music and Marching Boosters staff.
7. Electricity and water hookups are available, be sure to note on your application if you need electric, water or both.
8. The Vendor agrees that there will be no distribution of literature without prior approval of the sponsoring organization.
9. The sale of firearms, live ammunition, live animals, pornographic materials, palm reading, or any game of chance is **STRICTLY PROHIBITED**. Selling or displaying these items is subject to removal without refund. Please remember that this is a family event and all sales should be family friendly.
10. The Vendor is responsible for removal of his/her trash from the premises. No bags, boxes or containers are to be left on the premises. A dumpster is provided.
11. **ABSOLUTELY NO CHEMICALS MAY BE USED OR SOLD FOR USE ON THE PREMISES OF THE SQUARE.**
12. Refunds are guaranteed only up to 15 days prior to the date of the market (May 15th). **NO REFUNDS** will be given for weather conditions.
13. All Registrations must be postmarked by May 20th. Any registrations after this date must pay the day of the event per space.

TO ENTER THE SQUARE THE PUBLIC WILL BE ASKED FOR A SUGGESTED DONATION OF \$1 PER PERSON.

INTERPRETATION OF ALL RULES AND ASSIGNMENTS SHALL BE AT THE DISCRETION OF BWMMB.