Campbell Works Vendor Markets

436 Struthers Coitsville Rd. Lowellville OH 44436

Compliance and Agreement Form

Event: The Magic of Christmas Works
Date: Saturday December 13, 2026
Time: 12pm-5pm

Vendor Name (Company):_____
Primary Representative:_____
Primary Contact Phone:_____

Vendor Space:

- ☐ **Standard Space - $40**
  - 49 sq. ft space
  - 1 Table 2 Chairs
- ☐ **Large Space - $60**
  - 81 sq. ft space
  - 2 tables and 3 chairs
- ☐ **Outdoor Food Truck & Mobile Food Vendor Space - $100**
- ☐ **Electricity Add On - $10**

Documents and Licensing Required:
(One of the Following)

- ☐ **Ohio Vendors License**
- ☐ **Cottage License Agreement**
- ☐ **Ohio Food License**
- ☐ **Other:_____**
  (other documents will need to be approved)

The Campbell Works operates under Campbell City Schools and the Campbell City School District Board of Education. All vendors are required to comply with applicable federal, state, and local laws, as well as Campbell City Schools and CLWCC facility policies, procedures, and safety requirements.

Participation in this event does not constitute an endorsement, partnership, or sponsorship of the vendor or its products by Campbell Works, CLWCC, or Campbell City Schools.

Vendors are permitted to sell, display, or distribute only the products and services disclosed in their vendor application and approved by CLWCC event management.

Vendors are responsible for ensuring that all merchandise and services are lawful, safe, appropriately labeled, and suitable for a family-friendly event held in a school district-operated facility.

Campbell Works reserves the right to review vendor merchandise, request clarification regarding products or services, and prohibit or require the removal of any merchandise that violates applicable laws, facility policies, or the terms of this Agreement. Vendors may not introduce additional product categories or services without prior approval from CLWCC event management

To maintain a safe and appropriate environment, the following items and activities are prohibited during the Vendor Market:

- The sale of Alcoholic beverages and products containing alcohol intended for consumption;
- Tobacco, nicotine, vaping products, and related merchandise;
- Marijuana, THC products, controlled substances, and drug paraphernalia;
- Firearms, ammunition, fireworks, explosives, and merchandise intended primarily for use as weapons;
- Explicit merchandise;
- Counterfeit, stolen, recalled, or otherwise unlawful merchandise;
- Open flames, unauthorized heating devices, or hazardous equipment;
- Unauthorized gambling, raffles, or games of chance;
- Any other merchandise or activities prohibited by applicable law or Campbell City Schools facility policies.

Campbell Works reserves the right to require the immediate removal of prohibited merchandise or suspend activities that present a safety concern.All restrictions shall be enforced consistently and in accordance with applicable law and District policies.

It is the Vendor's responsibility to determine which licensing and regulatory requirements apply to their specific business, products, and services. All vendors are required to submit copies of any applicable licenses, permits, certifications, or other supporting documentation as a condition of participation in the event. **Every vendor must provide at least one form of documentation relevant to their business or products for Campbell Works to maintain on file.** Vendors who are exempt from specific licensing requirements must provide documentation or a signed statement verifying their exemption. Failure to provide the required documentation may result in denial of participation in the Christmas Market.

All vendors selling or distributing food, beverages, baked goods, candy, or other consumable products are responsible for complying with all applicable federal, state, and local food safety laws and regulations, including requirements established by the Ohio Department of Agriculture, Ohio Department of Health, and local health authorities.

Each vendor operates independently and is solely responsible for managing their merchandise, transactions, payments, applicable taxes, customer refunds, and business-related financial obligations. Vendors are responsible for collecting and remitting any applicable sales taxes and maintaining all required tax registrations and business records.

All outdoor food trucks and mobile food vendors must operate as fully self-sufficient units. Vendors are responsible for providing their own power, water, equipment, supplies, and any other resources necessary for their operations. All mobile food units must be properly licensed, equipped, and operated in accordance with applicable health, fire, and safety regulations. Vendors must ensure their units are capable of operating independently for the full duration of the event.

Campbell Works, CLWCC, and Campbell City Schools are not responsible for processing vendor sales, collecting vendor sales taxes, resolving customer disputes, or guaranteeing sales or revenue.

Each vendor shall operate exclusively within their assigned space and comply with all instructions regarding arrival, setup, event operations, and teardown.

Vendors agree to the following requirements:

- All booths must be fully set up before the market opens at 12:00 PM.
- Vendors must remain operational until the event concludes at 5:00 PM unless otherwise authorized.
- All merchandise, equipment, tables, displays, and decorations must remain within assigned vendor spaces.
- Hallways, emergency exits, entrances, and accessible walkways must remain clear at all times.
- Displays must be stable and secured to prevent injury or damage.
- Electrical access must be requested and approved in advance.
- Vendors may not alter, damage, or attach items to facility walls, floors, doors, or equipment without authorization.
- Vendors are responsible for maintaining a clean and orderly space and removing all merchandise and personal belongings following the event.

Additional setup and teardown instructions will be communicated prior to the event.

Vendors are responsible for the security and protection of their own merchandise, money, equipment, displays, and personal belongings. Campbell Works does not provide insurance or guaranteed security for individual vendor merchandise.

To the extent permitted by law, Campbell Works, CLWCC, and Campbell City Schools shall not be responsible for loss, theft, or damage to vendor property except where liability is established under applicable law. Vendors may be held financially responsible for damage to District property resulting from their negligence, misconduct, or unauthorized activities. Any damage or safety-related incident must be reported immediately to CLWCC event management.

Vendor/Authorized Representative Signature: _____

Date: _____

Signature: _____ **Date:** _____

Kaylei Shaffer