



Handout for Booth Sponsors and Vendors at Fountain Square Events

This handout highlights the most common, key points that third-party booth sponsors and vendors need to know to maintain standards for a clean, professional appearance and quality customer experience for visitors to Fountain Square. It also reminds vendors of the requirements of Fountain Square Management Group and the City of Cincinnati.

Pre-Event

If you will be **servicing or selling food or beverage that is not factory-prepackaged**, contact the Health Department as early as possible to determine what is required. You will need to apply for a Temporary Food Service Permit (fee currently \$135) and inspection. Application is due no less than 10 business days prior to the event date. Contact Dale Grigsby at 513.564.1770.

In addition, if you are **servicing or selling food or beverage** that is not factory pre-packaged, the entire floor of your booth space must be covered to prevent spills, drips, or dropped food from reaching the granite surface of the Square. The porous surface soaks up anything that drips onto it, and stains are nearly impossible to get out. You or the event organizer must provide the floor covering and remove it at load-out without spilling. If you arrive without floor covering, you will be required to rent a tarp from Fountain Square Management Group for \$50/day. If all our tarps are rented and we have none available, you will not be allowed to set up and serve.

Cooking, grilling, or using any open flame device may require an open flame permit and/or inspection. Check the guidelines at <http://www.cincinnati-oh.gov/cityfire/pages/-6710/> and/or contact Captain Joe Wolf at the Fire Department Special Events Unit at 513.352.3970.

Booth Setup: Work out with your event organizer what the organizer will provide vs. what you will provide for your booth setup. Typically the organizer provides the booth, and you supply everything that goes in it. FSMG does not own catering equipment, tables, booths, and has only limited extension cords to rent.

Electric and Water: Electric power is limited and only available in certain locations on the plaza. As soon as you know, and no later than two weeks prior to the event, give the event organizer a list of what you are plugging in and how many amps each item draws. Water: If you need water to fill buckets in your booth, the Ambassador on site can show you where to get it on the plaza.

Day of Event

Load-In

Vehicle access to Fountain Square is limited to a 30-minute loading zone in the curb lane of Vine Street. The zone can only accommodate 2 trucks or 3 cars at one time. The rest of the lane is No Parking at all times, and you run the risk of being towed if you park in the No Parking zone.

Garage: Once you have unloaded, please move your vehicle to a legal parking space. The Fountain Square Garage, right below the plaza, is the most convenient. Clearance is a standard 6'8". Current rates are at www.myfountainsquare.com/parking.

Load Out

Our expectation is that booth sponsors and vendors will leave their space in the condition they found it. This means:

- Signage/banners, including any tape or zip ties, are removed.
- Leftover product, handouts, and supplies are removed.
- Booth space is broom-swept.
- Trash is bagged and left at the booth for pickup.
- Pack it in, pack it out!