

VINTON COUNTY

104 W. Main St. · P.O. Box 307 · McArthur, OH 45651
Phone: 740.596.5033 Email: marketingdirector@vintoncounty.com

Dear Vendor:

You are invited to participate in the Third Annual Midnight at Moonville event, taking place in Vinton County's haunted Moonville Tunnel.

Organized by the Vinton County Convention & Visitors Bureau and the Moonville Rail Trail Association, Midnight at Moonville will take place on October 13, 2018 from 3 to 11 p.m. Set inside the infamous haunted Moonville Tunnel, this Halloween-themed event will include local craft vendors, regional cuisine, acoustic music performances, historical presentations, dramatic storytelling, a haunted trail, and a demonstration of paranormal investigation techniques by respected research groups.

Several thousand visitors from across the state will be in attendance. The target audience includes fans of the paranormal, history buffs, and children. Vendors should bear in mind that visitors will be looking for souvenirs to take home. Any merchandise with the name "Moonville" will sell. Upon request, the CVB can provide vendors with high resolution artwork of the tunnel and a generic logo to make custom merchandise.

Last year's event was a great success. We addressed most of the transportation issues for visitors. Unfortunately, we had a communication breakdown with the shuttles that were supposed to transport vendors back to their vehicles. We are fixing this by adding a designated vendor parking area along Hope-Moonville Road, just past the tunnel. We are also shortening the event to eight hours and adding new attractions. More details will be available soon at www.midnightatmoonville.com.

Visitor parking will be in a large field on Shea Road that can accommodate up to 1,800 vehicles. The parking area will have a few vendor spots and serve as a shuttle pick-up point to ferry visitors to Moonville Tunnel, where additional vendors and activities will be located. Shea Road will be closed to traffic and deputies from the Vinton County Sheriff's Office will be on hand.

A vendor contract is enclosed, along with a map showing where the vendor areas will be located. All vendors will receive a confirmation letter and detailed instructions upon receipt of your contracts. Please contact my office at 740-596-5033 if you have any questions.

Sincerely,



Caleb Appleman
Vinton County Marketing Director



2018 VENDOR CONTRACT

1. All vendor spaces are outside. You must bring your own tables, chairs, and tent canopy, if desired.
2. All spaces are approximately 10' by 15' in dimension, but there will be plenty of space to stretch out along the rail trail. There are two vendor areas: the Parking Area where shuttles will pick up visitors and Moonville Tunnel. Vendors selling large items or non-paranormal merchandise may be better suited for the Parking Area, where customers can more easily carry items back to their vehicles. Verified nonprofit organizations may set up for free.
3. Because of the event's remote location, no electricity is available. Batteries and solar power are allowed. Generators are also allowed, but vendors with generators will be placed away from activities to reduce noise. Vendors must supply their own generators and extension cords.
4. Vendors will set up their booths on the morning of Saturday, October 13, starting at 9:00 a.m. on a first-come, first-serve basis. All booths must be set up by 2:00 p.m. Late vendors will be required to set up at the visitor parking area. Each vendor will receive a free parking pass for one vehicle at the designated vendor parking area on Hope-Moonville Road; additional vehicles must pay to park at the visitor parking area. Event staff with ATVs will be available to help you unload and pack up your wares. Further instructions will be provided with your confirmation letter.
5. The event officially begins at 3:00 p.m. and will run to 11:00 p.m. Vendors will be required to stay until the event ends. Vendors who leave before the event ends may not be asked to return for future events.
6. Please clean up any litter in your vendor space before leaving. Trash receptacles will be provided.
7. Unique, handcrafted goods and "Moonville Tunnel" souvenirs are encouraged, but not required. Prohibited items include spray paint, invisible ink, and silly string. The event hosts reserve the right to ask vendors to stop selling anything that is not permitted or that is deemed offensive. Please consider the event's target audience. For example, religious merchandise will probably not sell well.
8. The event hosts reserve the right to reject any contracts for any reason. Any violations of your contract during this year's event may disqualify you from participating at future events.
9. All contracts must be received and paid in full by the event. No refunds, no exceptions.
10. Make checks or money orders payable to **Vinton County CVB**. A fee will be charged for bad checks. Mail contracts with payment to:

Vinton County CVB
P.O. Box 307
McArthur, OH 45651

Name: _____ Phone #: _____

Email: _____ Website: _____

Address: _____

Description of your goods/services: _____

Vendor area selection: **Parking Area:** Merchandise vendor (\$25) Food vendor (\$50)
Moonville Tunnel: Merchandise vendor (\$50) Food vendor (\$75)

Electricity: None Battery Solar Generator