



2019
***Artisans/Crafters/Commercial**
VENDOR APPLICATION

September 13th & 14th

P.O. Box 243~ Middlebury, IN 46540 574-825-4300 carmencarpenter@middleburyinchamber.com

PLEASE COMPLETE FOR
ARTISANS/CRAFTERS/COMMERCIAL VENDOR
SPACE

DATE: _____

YOUR NAME: _____

BUSINESS NAME: _____

STREET ADDRESS: _____

CITY/TOWN: _____ STATE: _____ ZIP: _____

PHONE: _____ CELL PHONE: _____

EMAIL: _____

All Spaces are outdoors – you must provide own tents, tables and chairs.

Number of Spaces:

10' W x 10' D

_____ @ \$125.00 (before July 16th) = \$ _____
 _____ @ \$150.00 (after July 16th) = \$ _____

20' W x 10' D

_____ @ \$200.00 (before July 16th) = \$ _____
 _____ @ \$225.00 (after July 16th) = \$ _____

Electric Needed: ___ No ___ Yes ___ # OF SITES @ (\$15.00 per Space) = \$ _____
If 110 electrical hook-up is needed, please provide extension cord (200 ft., 10 gauge grounded)

You are required to purchase straw bales to place over all tent stakes for safety purposes. Straw bales must be ordered by July 16.

Straw Bales: _____ @ \$5.00 each - Straw Bales = Total: \$ _____

TOTAL PAYMENT: \$ _____

Type of Merchandise:

VENDOR RULES & REGULATIONS

***Please note – all starred items are new this year(2019).**

The following rules & regulations are intended to benefit each and every vendor at the Middlebury Fall Festival. Your cooperation with these regulations is expected as well as appreciated in making this a quality Hometown festival.

EVENT HOURS:

Friday, 10:00 am – 8:00 pm and Saturday, 9:00 am – 5:00 pm.

ALL VENDORS ARE REQUIRED TO BE OPEN BOTH DAYS OF EVENT DURING THE HOURS ABOVE. **THERE WILL BE NO EXCEPTIONS AND FAILURE TO DO SO WOULD JEOPARDIZE ACCEPTANCE FOR FUTURE FESTIVALS/EVENTS.**

SET-UP HOURS: YOU WILL RECEIVE YOUR TIME SLOT ON SEPTEMBER 5th.

Thurs. (Sept. 12th) 2:00 pm - 8:00 pm. VERY LIMITED and prearranged setup Fri. (Sept. 13th) 7:00 am - 8:30 am.

ARTISANS / CRAFTERS: All merchandise offered for sale must be quality Merchandise. Event Coordinator has the right to dismiss any vendor that does not abide by this requirement. It is our intention to offer quality merchandise to our customers.

***COMMERICAL/MARKETING VENDORS: Must be an active (2019) Middlebury Chamber of Commerce member.**

FOOD VENDORS: Food Vendors, who have a required valid food license, must purchase a one-time weekend permit from the Elkhart County Health Department. All food, including samples, must be prepackaged at their respective restaurant before being brought to the festival. **All food samples must be approved by the Elkhart County Health Department.**

The health inspector will be present Friday morning for inspection and payment of permit. If hot or cold foods are being offered, that is NOT prepackaged, you are responsible for your own coolers, ovens/roasters. PLEASE NOTE 200 feet of sanitary water hose for temporary hook-up (white RV type) is a requirement. **Gray water should be disposed of in the marked manhole on Brown Street by the Baptist Church.**

For-Profit food vendors will need to provide a certificate of insurance with your application and payment.

ALL FOOD VENDORS MUST HAVE THE APPROPRIATE FIRE EXTINGUISHER and Hood vents for fryers (automatic fire suppression system) TO BE COMPLIANT WITH INDIANA STATE HOMELAND SECURITY REGULATIONS.

Not-for-Profit groups are exempt from the food permit, however, you must show “not for profit status or federal tax ID number” at the time of inspection by the Elkhart County Health Department.

VENDOR PARKING: Please Park in designated vendor parking areas.
(First State Bank parking lot on East Warren Street.)

SECURITY: SECURITY WILL BE PROVIDED OVERNIGHT. However, The Middlebury Fall Festival Committee, The Middlebury Chamber of Commerce and the Town of Middlebury are not responsible for breakage/damage of any kind or for lost/stolen merchandise.

FACILITIES: Port-a-lots are available in varies location.

ELECTRICAL NEEDS: 200 feet of electrical cord that is 10 gauge per outlet, 50 amp plugin if applicable.

CANOPIES: ALL CANOPIES ARE TO BE STAKED IN THE GROUND. (INCLUDING THOSE USING CEMENT BLOCKS AT THE BASE) CANOPY OWNERS ARE RESPONSIBLE FOR ANY AND ALL DAMAGES CAUSED BY THEIR CANOPY. ALL CANOPY STAKES MUST BE COVERED WITH STRAW BALES AND ARE AVAILABLE TO PURCHASE FROM THE FALL FESTIVAL SUPPLIER (\$5 per bale and must be pre-ordered by July 16).

TRASH & CLEANUP: Vendors are responsible to keep their space(s) clean at all times. Food Vendors are responsible for emptying trash receptacle. A dumpster will be provided for vendor trash.

* ADDITIONAL DUMPSTER WILL BE LOCATED IN THE FOOD AREA.

GENERAL INFORMATION: Any person who conducts themselves in an objectionable manner, including consumption of alcohol, drugs, foul language or any other action not conducive to a respectable family festival, is subject to be removed from the premises.

PETS: PLEASE LEAVE YOUR PETS AT HOME AS WE HAVE A NO PETS ALLOWED RULE.

***CANCELLATION POLICY: All Registration fees are non-refundable. Subleasing is not an option. Payment must be made at time of registration.**

INDEMNIFICATION AND HOLD HARMLESS AGREEMENT 2019

In consideration of being granted vendor space for the sale of goods, wares, or services upon lands owned or controlled by the Town of Middlebury, a municipal corporation of the State of Indiana, the undersigned hereby agrees to indemnify the Town of Middlebury and hold the Town of Middlebury harmless from and against any and all claims of whatever nature (including, but not limited to, claims for personal injury or death) and all costs and attorney's fees arising out of or in any manner connected with the sale of furnishing of goods, wares, or services by the undersigned, or any acts of negligence of the undersigned or any employees or agents of the undersigned.

The undersigned further agrees to indemnify the Middlebury Chamber of Commerce, the Middlebury Fall Festival, and its individual committee members and hold the Middlebury Chamber of Commerce, the Middlebury Fall Festival, and its individual committee members harmless from and against any and all claims, or whatever nature (including, but not limited to, personal injury or death) and all costs and attorney's fees arising out of or in any manner connected with the sales or furnishing of goods, wares, or services by the undersigned, or any acts of negligence of the undersigned or any employees or agents of the undersigned.

Business _____

Name _____

Date _____