



September 13th & 14th, 2019

Held in the Parks in Downtown Middlebury
Middlebury, Indiana 46540

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 are 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 plug in 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.**

