



2024

*Artisans/Crafters/Commercial
VENDOR APPLICATION

September 6th & 7th

P.O. Box 243~ Middlebury, IN 46540 574-825-4300 carrencarpenter@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 tents, tables, and chairs.

Number of Spaces:

10' W x 10' D

_____ @ \$125.00 (before July 12th) \$ _____

_____ @ \$150.00 (after July 12th) \$ _____

20' W x 10' D

_____ @ \$200.00 (before July 12th) \$ _____

_____ @ \$225.00 (after July 12th) \$ _____

Electric Needed: ___No ___Yes ___# OF SITES @ (\$15.00 per Space) \$ _____

If 110 electrical hook-up is needed, please provide an extension cord (200 ft., ten gauge grounded)

You are required to cover tent stakes for safety purposes. Straw bales are available and must be ordered by July 31.

Straw Bales: _____ @ \$6.00 each

Total: \$ _____

TOTAL PAYMENT: \$ _____

Type of Merchandise: _____

INDEMNIFICATION AND HOLD HARMLESS AGREEMENT 2024

Please sign & return the application; your application/file will not be submitted to the committee with all required documents and payment.

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 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 Festival, and its committee members harmless from and against any claims of 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 _____



September 6 and 7, 2024
Held in the Parks in Downtown Middlebury
Middlebury, Indiana 46540
574-825-4300

www.middleburyinchamber.com

VENDOR RULES & REGULATIONS

The following rules & regulations are to benefit **ALL** vendors at the Middlebury Chamber of Commerce Fall Festival. Your cooperation is expected and appreciated in making the festival a quality hometown experience.

Event Hours:

Friday 10:00 AM - 8:00 PM
Saturday 9:00 AM - 5:00 PM

- All Vendors are required to be open both days of the event during the hours listed above. There will be no exceptions, and failure to do so would jeopardize acceptance for future festivals/events.

Space / Availability:

- 10' X 10' OR 20' X 10'
- Sub-Leasing is not permitted.
- Payment of space fee must be included with the vendor application

Setup Hours:

- Thurs (September 5) 12:00 PM – 6:00 PM
- Fri (September 6) 8:30 AM-9:30 AM - **VERY LIMITED** and must be prearranged.
- Any vendors requiring electrical hookup must contact the chamber for a timeslot.
- **Please Note:** *Electrical hookup will not be possible without a prearranged timeslot.* Schedule your timeslot in advance with: carmencarpenter@middleburyinchamber.com or 574-825-4300 (Carmen Carpenter)

Artisans / Crafters:

All merchandise offered for sale must be quality merchandise. The event Coordinator /Committee has the right to dismiss any vendor that does not abide by this requirement. We intend to provide quality merchandise to our customers.

Vendors are responsible for keeping their space(s) clean at all times and removing trash. The festival provides each vendor site with disposal trash receptacle and trash receptacle liners. For vendor convenience, there is a dumpster located behind the food vendor on Brown Street. At the close of Friday night festival business, all vendors must clear their sites of debris, remove trash liners, deposit them in the dumpster on Brown Street, and replace the trash receptacle liner. At the end of the festival on Saturday evening, vendors must again free their site of debris and deposit the disposable trash receptacles in the dumpster on Brown Street. Please do so to avoid a \$50.00 cleanup fee. Failure to do so could also jeopardize acceptance for future festivals/events.



Commercial / Marketing Booths:

Must be an active (2024) Middlebury Chamber of Commerce member in good standing and remain on-site during hours of operation. _

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. **The Elkhart County Health Department must approve all food samples.**

- **The health inspector will be present Friday morning for inspections. Please be ready at 8 AM. Enclosed are new protocol for event food vendors. (Pages are front/back) Courtesy of the Elkhart Health Department.**
- If hot or cold foods are offered and are NOT prepackaged, you are responsible for your coolers, ovens/roasters.
- PLEASE NOTE 200 feet of sanitary water hose for temporary hookup (white RV type) is a requirement.
- **Food Vendors we ask you to wear gloves at all times.**
- Vendors are responsible for keeping their space(s) clean at all times and removing trash.
- The festival provides each food vendor site with disposal trash receptacles and trash receptacle liners.
- For vendor convenience, there is a dumpster located behind the food vendor on Brown Street.
- At the close of Friday night festival business, all vendors must clear their sites of debris, remove trash liners, deposit them in the dumpster on Brown Street, and replace trash receptacles with trash liners.
- At the end of the festival on Saturday evening, vendors must again free their site of debris and deposit the disposable trash receptacles in the dumpster on Brown Street. Failure to do so will result in a \$50.00 cleanup fee. Failure to do so could also jeopardize acceptance for future festivals/events.
- For-Profit food vendors will need to provide a Certificate of Insurance with your application and payment.
- **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
- **ALL FOOD VENDORS MUST HAVE THE APPROPRIATE FIRE EXTINGUISHER TO BE COMPLIANT WITH INDIANA STATE HOMELAND SECURITY REGULATIONS. Please check their website for updates.**
- **Vendors' vehicles may enter the park area only to unload supplies during setup or teardown. All vehicles must be out of this area after setup. Vendors please park in public parking areas. THERE WILL BE NO PARKING ON BROWN STREET DURING THE EVENT.**

SECURITY:

OVERNIGHT SECURITY IS PROVIDED. 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 lost/stolen merchandise.

FACILITIES:

Port-a-lots are available in various locations. Handwashing stations and hand sanitizer stations are located throughout the designated event area.

ELECTRICAL NEEDS:

If applicable two hundred feet of electrical cord that is ten gauge per outlet, 50 amp plugin.

CANOPIES:

ALL CANOPIES ARE TO BE STAKED IN THE GROUND. (INCLUDING THOSE USING CONCRETE BLOCKS AT THE BASE) CANOPY OWNERS ARE RESPONSIBLE FOR ANY AND ALL DAMAGES CAUSED BY THEIR CANOPY. ALL CANOPY STAKES MUST BE COVERED.

GENERAL INFORMATION:

Any person who offensively conducts themselves, including consuming 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.

***PAYMENT & CANCELLATION POLICY: All registration fees are non-refundable; unless Fall Festival, Committee cancels the event. Subleasing is not an option. ALL paperwork and payment must be submitted when applying and by August 13, 2024. Only complete applications will be forwarded to the committee for approval.**

*****One week before the festival, a committee member will contact you with your setup time.

I have read and agree to adhere to the Middlebury Fall Festival Rules and Regulations:

Signature _____

Print Name: _____

Vendor Booth: _____

Date: _____