



2025

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

**September
5th & 6th**

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

**PLEASE COMPLETE FOR
ARTISANS/CRAFTERS/COMMERCIAL
(Must Be Active Chamber Members) VENDOR SPACE**

DATE: _____

YOUR NAME: _____

BUSINESS NAME: _____

STREET ADDRESS: _____

CITY/TOWN: _____ STATE: _____ ZIP: _____

CELL PHONE: _____ EMAIL: _____

PREFERRED COMMUNICATION METHOD: CALL ___ TEXT ___ EMAIL ___

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

Number of Spaces:

10' W x 10' D

_____ @ \$125.00 (*before July 11th*) \$ _____
_____ @ \$150.00 (*after July 11th*) \$ _____

20' W x 10' D

_____ @ \$200.00 (*before July 11th*) \$ _____
_____ @ \$225.00 (*after July 11th*) \$ _____

Electric Needed: ___ No ___ Yes ___ # OF SITES @ (\$15.00 per Space)= \$ _____

If 110 electrical hook-up is needed, please provide an extension cord (200 ft., 10 gauge grounded)

You are required to cover tent stakes for safety purposes.

TOTAL PAYMENT: \$ _____

Type of Merchandise: Please attach photo's of products

INDEMNIFICATION AND HOLD HARMLESS AGREEMENT 2025

Please sign & return the application; your application/file will only 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 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 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 _____



Middlebury Summer Festival



June 27 & 28

September 5 & 6 2025

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 Festivals. 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 4) 12:00 PM – 6:00 PM
- Fri (September 5) 8:30 AM-9:30 AM - **VERY LIMITED** and must be prearranged.
- **Late arrivals will be charged a \$20 fee and may be subject to new location and time slot**

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 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.

INITIALS _____

Commercial / Marketing Booths:

Must be an active (2025) 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. **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.**
- PLEASE NOTE 200 feet of sanitary water hose for temporary hookup (food grade 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 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.

INITIALS _____

- 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/load supplies during setup or teardown. Vendors please park in public parking areas. THERE WILL BE NO PARKING ON BROWN STREET DURING THE EVENT.**

SECURITY:

OVERNIGHT SECURITY IS PROVIDED on both nights of each festival. 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-lets & handwashing stations throughout the designated event area are available in various locations.

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 by May 23,2025 for Summer and August 12, 2025 for Fall. 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: _____

