

**2025*FOOD VENDOR
APPLICATION**



**Middlebury
Summer Festival**

June 27th & 28th

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

PLEASE COMPLETE FOR FOOD VENDOR SPACE

DATE: _____
YOUR NAME: _____
BUSINESS NAME: _____
STREET ADDRESS: _____
CITY/TOWN: _____ STATE: _____ ZIP: _____
CELL PHONE: _____
EMAIL: _____

PREFERRED COMMUNICATION: CALL _____ TEXT _____ EMAIL _____

Set-Up Time: June 26th between 12 PM and 6 PM, We will call you with your time slot 574.825.4300.

The Number of FOOD Vendor Spaces:

Note: if you are longer than 20' this will have a requirement of an additional purchase of a 10x10.

10' W x 10' D

_____ @ \$275.00 (before April 14th)= \$ _____

_____ @ \$300.00 (after April 14th) = \$ _____

20' W x 10' D

_____ @ \$300.00 (before April 14th)= \$ _____

_____ @ \$325.00 (after April 14th) = \$ _____

Food Spaces Total: \$ _____

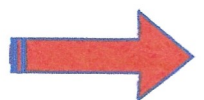
Electric Needed: _____ No _____ Yes 110 _____ (\$25.00 per Space) 220 _____ (\$30.00 per Space)

If electricity is needed, please provide an extension cord (200 ft., 10 gauge grounded.)

Electric Total: \$ _____

TOTAL PAYMENT: \$ _____

**All Registration fees are
non-refundable! Subleasing is not
an option. Payment must be made
at the time of Registration.
Please make checks out to
Middlebury Chamber**



FOOD VENDORS
MUST BE COMPLETED

Water Supply: Tank_____ Food Grade Hose_____ Both:_____

Amps required_____ **if you require 50 Amp you must have a plug for 50 Amp. (No hardwiring direct).**

Each booth will receive: One (1) 110 electrical outlet or 220 supply. **(Pricing listed on Pg 1)**

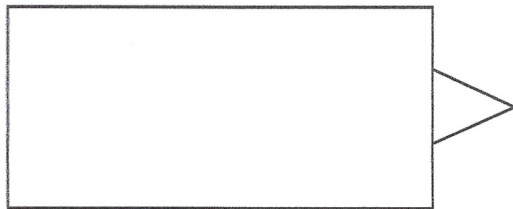
Each booth must supply: a 200' Electrical cord that is 10 gauge per outlet
 200' Sanitary water hose for temporary hook-up **(food grade type)**
If Not Using Tank Method

List all Appliances used (freezers, deep fryers, blenders, hot plates, or machines of any type.)

NOTE: Too many appliances will leave you without ample electricity.

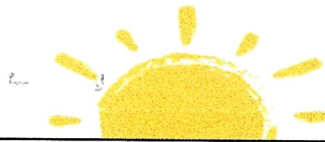
Please list and be specific: _____

**Notice: If you are a food vendor with a trailer, please indicate
which side of your trailer your food service
window is located by placing an X on the diagram below.**



Trailer
Hitch

**Please indicate the
length of the trailer
from the tip of the
trailer hitch to the
back bumper.**



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.

OVER

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:_____

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 _____