

New Pal Summer Fest 2018

Booth Information, Application, & Agreement

Dear Booth Operator: Included in this packet are the booth application and agreement forms for the New Pal Summer Fest 2018 that will need to be completed, signed, and sent to the New Pal Summer Fest, P.O. Box 218, New Palestine, IN, 46163.

Booth Set Up Date: Saturday, June 23, 2018

Booth Set Up Times: Food Vendors set-up 9:00 AM - 11:00 AM (**Inspections begin at 10:45am**)
Commercial Business Vendors and Sponsors, Direct Sales, Non-Profits, and Craft vendors from 11:00 AM – 12:45 PM

Booth Open Times: 1:00 – 8:00 PM

Please note booth rental is as follows:

Electric for any booth is extra \$50	
Food Vendor \$300	Commercial Business Vendor \$200 <i>Excludes Title, Platinum, Gold, and Silver Sponsors</i>
Direct Sales Vendor \$100 <i>(Premier/Lularoe/Pampered Chef etc.)</i>	
Craft Vendor \$75 <i>(see "craft" details page 8)</i>	Non-Profit Organization \$50 <i>(Does not include food vendors)</i>

Vendors will get a 10' x 10' or 10' x 20' booth space. (Please specify on checklist page)

Here are some simple tips to help us help you:

1. Print and fully complete the application and return by the deadline of May 18, 2018. Pages 5 & 6 need to be signed, dated, and returned with payment. (Scanned signed applications can be emailed to newpalsummerfest@gmail.com and payment will be available via PayPal.)
2. Include all applicable contact information.
3. If your booth is something other than a canopy or event tent (sizes listed above), for example a trailer, car, truck, etc. Please indicate on the checklist form so we reserve the proper amount of space.
4. If you are a food booth, please indicate if you cook with propane fuel.
5. Non-Compete Policy – No non-food vendors can sell the **exact** same product. (Mary Kay, Premier, etc.) The festival will allow products that are similar as long as they are diverse enough. Note: a waiting list will be kept on file. (Any commercial sales can have a booth)
6. Read all booth rules and sign pages 5 & 6. Failure to do so will invalidate your application.
7. Include full payment with your application, Certificate of Insurance and a copy of the health permit, if required. Craft, Direct Sales and non-profit vendors do not require proof of insurance.

The Vendor Committee will evaluate all applications and you will be notified of acceptance via email. If you have any questions, feel free to contact Julie Lucas at 317-498-0569 or jlucas@hrminsurance.com.

Note: No refunds will be issued.

We look forward to working with you!

New Pal Summer Fest Vendor Committee

newpalsummerfest@gmail.com

317.449.1558

11/7/2017

2018-vendor-packet FINAL

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NEW PAL SUMMER FEST BOOTH RULES

IT IS IMPORTANT THAT YOU READ THESE RULES CAREFULLY, ESPECIALLY THOSE THAT ARE BOLD or HIGHLIGHTED. IT IS YOUR RESPONSIBILITY TO SEE THAT THE RULES ARE OBEYED.

Be prepared to provide your own water or transport water from far away from your booth. It is advisable to have your own water supplies available in your vendor space. We are not responsible for providing water to your booth.

Electrical/Power needs:

If you paid for electrical, you are required to list EACH item and the SPECIFIC AMPS each item pulls. If for some reason, the festival is able to obtain electrical power, vendor usage will be considered, but not guaranteed. This would require that the information below be accurate, including each specific electrical item you plan to use for your vendor booth along with the specific number of amps you would pull. IF Vendor electrical needs are met by the festival, 20 amps will be the maximum provided. (NO 220 can be supplied) (If you do not know the amps, clearly describe equipment)

INSURANCE: **You MUST carry liability coverage to participate.** A minimum of \$1,000,000 liability coverage with the following additional insured's named is required: New Palestine Main Street, 11 East Main Street, P.O. Box 218, New Palestine, IN 46163. Insurance certificates can be mailed separately or emailed to newpalsummerfest@gmail.com. Insurance verification must be received by May 18, 2018. If you have any questions regarding the insurance, you may contact Julie Lucas at 317-498-0569 or jlucas@hrminsurace.com.

HEALTH PERMITS: **Selling ANY type of food must obtain a permit from the Hancock Co. Health Department.** Contact the Hancock Co. Health Department for information. 111 American Legion Place, Greenfield, IN 46140; 317-477-1125; open from 8 AM – 4 PM; www.hancockcoingov.org

FIRE CODE: The State of Indiana has adopted the Federal Fire Code for Festivals and Fairs. The Indiana Fire Marshal will enforce this code. It is IMPERATIVE to read and implement the attached Sugar Creek Fire Code which reflects these regulations. See page 4

1. Fire, Health, and Electrical Inspections for ALL Booths will take place during booth set-up on Saturday morning, June 23rd, between 10:45AM -12:45 PM. A booth representative **must** be available during these hours. Each booth will be given an approved inspection ticket that **must** be visibly displayed during the day. **You are responsible for the safety and security of your booth area.**
2. All booths must be operated and attended during the scheduled hours the day. Booths officially open on Saturday from 1:00 - 8:00 PM. Booths will ONLY be dismantled on the allocated time you receive with your confirmation information. All booths and related materials (This includes CO2 containers, rental items, and equipment) must be removed by 12:00p.m. on Sunday morning.
3. **All booths offering a raffle, drawings or giveaways must contact the Indiana Charity Gaming Commission - www.in.gov/igc or by phone 1-317-232-4646 to obtain gaming License.** Application process can be a lengthy one so please apply for license as soon as possible. Applicable booths must have gaming license posted in their booth AT ALL TIMES. Violations will automatically result in loss of booth space.
4. All booths must **visibly display name of booth, sponsoring organizations, and booth number!** (This will be provided)

5. The following items are NOT ALLOWED in festival area: drugs or drug paraphernalia, alcohol, glass bottles, guns, knives, snap pops, silly string, fireworks, disruptive speakers, radios, sound systems and bullhorns. In addition, no slides, posters, movies, or materials that may be considered offensive will be allowed.
6. Booths must have three sides and a roof, and be in compliance with the Indiana Fire Code regulations.
7. The New Pal Summer Fest reserves the right to move booth locations, and set the placement of booths within the booth area. In addition, we reserve the right to refuse or reject any booth any time for rules violation or questionable operations.
8. Remove all vehicles from the booth area before opening time of the day. If restocking is necessary it may be done before or after operation hours or may be carried into booth location. Golf carts are not allowed in the booth area except those operated by the New Pal Summer Fest. Vendor (Except Food Vendors) unloading will only be permitted between 11:00 AM and 12:45 PM due to pedestrian traffic.
9. Downtown business owners may lease booth space for their businesses. The committee will attempt to locate this space as close to the business as possible.
10. No booth location may be sublet.
11. Booths operators are required to stay within the boundaries of contracted booth space. Booth operators may not sell or distribute materials from the back of their booth or outside of booth.
12. SEE BOOTH ELECTRIC REQUIREMENT SHEET/ATTACHED TO RULES. Electric heaters are not allowed.
13. Booth operators must provide their own trash container appropriate for the needs of their operation and use the roll-off dumpsters to empty their containers. Please break down all boxes before placing in dumpsters.
14. Do not place any liquids and/or grease into gutters, grates, around trees, sewers, or onto sidewalk or street. A special depository is provided for this type of disposal requirement
15. The New Pal Summer Fest trash containers located in the booth area are not to be used by booth operators.
16. Booth operators must confine operations to their assigned booth space. All sidewalks must be kept open behind booths. No storage or seating allowed outside of booth space.
17. All trash must be placed in the proper receptacles. No stakes are to be driven in the ground or pavement. There will be a \$50.00 per stake fine, from stakes causing damage. We suggest using sand bag weights to secure your tent or canopy
18. New Pal Summer Fest officials reserve the right to close or delay hours of booth operation in the event of inclement weather.
19. Walking vendors are not allowed. All vendors must remain in a predetermined location with an approved application and permit issued the New Pal Summer Fest. This will be enforced by the New Palestine Police Dept.
20. Private Property Owners/Vendors An application must be completed along with written permission from the property owner authorizing any vendor to sell food or merchandise on private property. There is a \$50.00 application fee per vendor. The deadline for all private property applications is May18, 2018. Vendors set up on private property will adhere to all enclosed rules, regulations, and subject to inspection in the event area.
21. Vendor rental space fees do not include electric and water hook-up. If we are able to make these services available to you, there will be an additional charge for each service provided.
22. Only Coke products can be sold on school property due to contractual obligations.

NEW PAL SUMMER FEST BOOTHS-ELECTRIC PRIORITY

NATIONAL ELECTRIC CODE

1. Booth rental space may have the option of 1-15 amp (110V) circuit breaker ONLY.
2. Booth operators must supply 12/3 SJOW factory sealed cord from their booth space to electric panel. Normal length -100 ft.; in some cases an additional cord maybe necessary, up to 200ft.
3. Booth operators must provide a means to turn power on/off within their booth space; this can be a power strip with an on/off switch. This is the minimum allowed by the state inspectors.
4. Booth operators must be present in booth for inspections at 9am Saturday morning of booth day.
5. Electric cords must be tagged with booth number on it. These tags are supplied by New Pal Summer Fest in your booth packet.

SUGAR CREEK FIRE REQUIREMENTS

ALL CANOPY OR TENT BOOTHS MUST BE IN COMPLIANCE WITH CURRENTLY ADOPTED INDIANA FIRE CODE. The booth operator shall have proof by an approved testing laboratory certifying that the tent or canopy and tension membrane structures, sidewalls, drops and tops of temporary membrane structures, canopies, and tarpaulins, floor covering buntings, combustible decorative materials and effects shall be composed of flame resistant materials in accordance with NFPA701. This code will be enforced with tent booths using electrical devices to keep food or beverage warm. Examples are crock pots, coffee pots etc.

1. **All tents and booths must be current fire codes for Indiana.**
2. No straw, hay bales, or corn shucks in booth area. All decorative materials shall comply with state fire codes.
3. Tents or canopies may use steam tables or sterno candles if they have proper containment receptacles; Fire inspector will have final approval. All booths cooking food with propane will be required to be in a wood booth or and approved food concession trailer.
4. Wood booths will be classified as Class 1 structure and shall have permanent wiring. In addition, all wood booths that have open flames, grills, deep fat fryers, or any other vapor producing cookers that produce flammable or nonflammable gases shall have hood suppression cover with a ventilation system. Any compressed gas cylinder tank must separate from wood booth. Separation distance is based on tank size. A maximum sized 25 gallon tank or less must have 5ft separation from wood booth and any other structure. Booths using compressed gas cylinders, flammable and nonflammable gasses, will have the container marked with the name of the gas contained. All cylinders in service or storage must be secured to prevent from falling over or being knocked over; HELIUM TANKS INCLUDED.
5. **All craft/commercial/direct sale/not for profit type booths** shall have a portable fire extinguisher with a minimum rating of 2A-IOB-C. One 5 pound multipurpose dry chemical or Two 2 ½ pound multipurpose dry chemical extinguishers are acceptable.
6. **All booths preparing food** must have a sodium bicarbonate or potassium bicarbonate dry-chemical type portable fire extinguishers have a minimum rating of 40BC-C or Type K extinguisher. *** (NOTE: COMMON DRYCHEMICLE EXTIGUISHERS WILL NOT MEET THIS REQUIREMENT).
7. The Fire Inspector has indicated that all booths MAY NOT operate until inspection and appropriate Certification has been given. The inspection will begin at 10:45am. Booth operators must be at their booth for all fire and electrical inspections before opening their booths.
8. NO SMOKING SIGNS AND BOOTH NUMBER SHALL BE POSTED IN EACH BOOTH (this will be provided)
9. No gas, electric or any cooking appliance will be allowed on sidewalk behind booth space.

New Pal Summer Fest 2018 Application & Booth Rental Agreement Food & Merchandise/Craft/Promotional/Commercial/Direct Sales

Contact Name:					
Organization / Booth name:					
Mailing Address:		City:		Zip	
Primary Contact Phone #:					
Email:					

VENDOR: (Please choose from the categories provided below and check the appropriate choice.)

Non-Profit \$50	<input type="checkbox"/>	Commercial \$200	<input type="checkbox"/>
Craft \$75	<input type="checkbox"/>	Food \$300	<input type="checkbox"/>
Direct Sales \$100	<input type="checkbox"/>	Electric \$50	<input type="checkbox"/>

Booth Space 10x10 or 10x20 (circle one) <small>(anything larger needs pre-approval)</small>	Amount enclosed (including extra fees) :	
Type of payment: check, credit card, cash, online PayPal		
Tax ID or SS#:		
Be specific on (TOTAL) booth size needs (trailer (including hitch), food truck size etc.):		

ELECTRICAL needs \$50 fee:

ELECTRIC: YES <input type="checkbox"/> (Be specific) or NO <input type="checkbox"/>		
Description of equipment:	Amps	Voltage/Pull (110)

Will you be using a generator? If loud, you may be asked to move.	<input type="checkbox"/> Y	<input type="checkbox"/> N	
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****Vendors need to provide their own 100' extension cord in order to reach nearest power source. ONLY two cords per booth will be allowed.**

ICE: Do you need to pre-order ice? \$5.00 ea Pre-Pay	Quantity?	
Food Vendor - Do you have a specific side you serve from? <i>Explain</i>		

Anyone renting space hereafter referred to as a Vendor, by signing this agreement hereby accepts the above form selections and the following terms and Conditions. (Actual written signature required)

Signature:	Date:

Make checks payable to: **New Palestine Main Street Summer Fest (Or NPMS Summer Fest)**
 Application, agreement, and check can be mailed to: New Pal Summer Fest, P.O. Box 218, New Palestine, IN, 46163. You can also scan and email the application to newpalsummerfest@gmail.com
 Payment can be made online via PayPal to this email as well.

Please read the following Terms & Conditions. Initial and Sign Authorization

I, the undersigned, certify the information provided on my application to be true and factual to the best of my knowledge. Please read and initial the following two points and sign at the bottom:

- () I have read and understand the rules of operation, and I will see that they are obeyed at all times. (Copy of rules on website or enclosed if application mailed)
- () I accept the responsibility for the safety and security of my booth.

Note: The Vendor committee will not guarantee any booth space location. We will make every effort to accommodate all applications that meet the theme and traditional requirements of New Pal Summer Fest.

1. New Pal Summer Fest grants to Vendor the use/rental of booth space at the New Pal Summer Fest for the festival period specified.
2. At all times relevant to this Agreement, Vendor agrees to comply with any and all applicable federal, state, county and city laws, ordinances, rules and regulations (the “Laws”), and also any and all rules and regulations and policies adopted by New Pal Summer Fest or its designated committee (the “Rules”), whether now existing or subsequently adopted.
3. This Agreement shall be subject to termination by New Pal Summer Fest without notice or hearing upon any violation of the Laws and/or Rules by Vendor, or its agents, employees or other designees.
4. Vendor hereby indemnified, defends and hold harmless New Pal Summer Fest, its officers, agents, contractors, and employees from any and all claims, demands, actions, causes of action, suit or proceeding for loss or damage incurred, either in whole or in part, by the negligence or willful misconduct of Vendor, its officers, agents, contractors and employees.
5. Vendor, for itself and its officers, agents, contractors, and employees, their respective successors, assigns, heirs and/or personal representatives, hereby releases New Pal Summer Fest, its officers, agents, contractors, and employees from any and all liability for any claims, demands, actions, causes of action, suit or proceeding for any loss or damage suffered by Vendor, its officers, agents, contractors, and employees, arising out of Vendor’s participation in the New Pal Summer Fest.
6. **ALL VENDORS** are required to provide **Certificates of liability** insurance. Vendors shall provide \$1,000,000 per occurrence naming The New Palestine Main Street Summer Fest listed as Additional Insured.
 - **ALL FOOD VENDORS MUST HAVE CERTIFICATE OF INSURANCE AND HANCOCK COUNTY HEALTH DEPT CERTIFICATE** on file before you will be allowed to set up.
7. The Summer Fest Committee will be selling ice. Please let us know if you would like to pre-order bags of ice.

All Vendors or any organization contracting for or using booth space shall and will indemnify and hold harmless the New Palestine Summer Fest 2018 and any and all persons acting as festival organizers, promoters, volunteers, etc. from and against any and all loss, damage, claim for damage, liability, expense or cost which arises out of or is in any way connected with the Vendor’s temporary booth during this special event. **Please turn this documentation in with your PAYMENT and APPLICATION materials. There will be no guarantee without payment.**

Signature:		Printed Name:	
Date:		(Actual written signature required)	

New Pal Summer Fest 2018

Vendor Checklist

- Completed Application (pages 5 & 6) Submit on or before 5/18
- Signed & initialed
- Have all requirements been completed on application?
- Booth Category
 - Electric
 - Booth size
 - Ice
 - Health permit (if required)
- Certificate of Insurance
- Payment (including all fees)

Please review that you have completed the application. If the application is not completed or submitted in full including payment, there is no guarantee you will be in the festival.

New Pal Summer Fest “Handmade Guidelines”

Handmade: Made or prepared by hand rather than machine.

Handcrafted: To fashion or make by hand

Crafted, Crafting, Crafts: To make by hand; to make or construct something in a manner suggesting great care or ingenuity

(Source: *American Heritage® Dictionary*)

Acceptable:

Homemade wooden furniture, wooden décor handcrafted (I.E. Shelves, bookcases, tables, birdhouses, etc.), paintings and/or drawings by means of oil paints, chalk, pencil, etc. Items constructed with stained glass (not including small sun catchers that can be bought and baked in the oven). Quilts or Afghans you've pieced together. Crocheted doilies, cross-stitched such as wall hangings, shirts, towels, bibs, etc. Sewn items such as blankets, tree skirts, clothing, doll clothes, etc. Woven Rugs, placemats, plants hangers, etc. Macramé items. Hand-dipped candles.

Unacceptable:

Old time photos. Any photographic print or portrait done by means of film or digital files of any person, scenery, location that have been printed off of a computer and put into a purchased frame. Sweatshirts, t-shirts, towels that have been appliqued, iron on transfers, screen printed, etc.

This list is meant to be used as a guideline. It will be at the New Pal Summer Fest Committee's discretion as to the validity of the handcrafted items.