



53RD ANNUAL
ELWOOD GLASS FESTIVAL
 AUGUST 16-18, 2024

OFFICE USE ONLY	
_____	COMMERCIAL _____ CRAFT
_____	Vendor Packet Label
_____	Call-Leader List
_____	Booth List
_____	Confirmation Sent _____
_____	Paid receipt attached
_____	Camper

COMMERCIAL/CRAFT VENDOR APPLICATION

Applications received after June 1, 2024, will be subject to a \$25 late fee.
 Applicants accepted for the event will be advised by phone, mail, or email.

DATE: _____

PLEASE PRINT LEGIBLY

Company/Organization name _____

Contact name _____

Booth attendant _____

Street address, city, state, zip _____

Day telephone _____ Email (please print legibly) _____

Description of the items/services to be sold or promoted at the Festival _____

NOTE: The Elwood Glass Festival reserves the right to require exhibitors to remove items on display or for sale at the Festival which it deems objectionable, even if the item was approved previously for the exhibitors. Such items include guns, knives, and other weapons of any type, even if the objectionable item is a toy, specialty article, or collectible. Items and products bearing a confederate symbol or swastika also are prohibited. For complete information about prohibited items, refer to Commercial/Craft Vendor Contract Item 15.

VENDOR SPACES are available in increments of 10 feet (frontage) by 12 feet (deep). The cost for the first space is \$125; each additional space is \$100. All of the vendor's supplies and vehicles must fit within their rental space(s).

A limited number of camping sites are available in the park for \$15 per day. Please provide payment with your application.

Electrical: One 120-volt hookup per unit is included at no charge. For complete information about electrical requirements, please refer to Commercial/Craft Vendor Contract Item 9.

1st space = \$125.00 = \$ 125.00

Additional space = \$100 each X # _____ = \$ _____

Camping = \$15/day X # _____ days = \$ _____

NOTE: Sewage is not available.

Check days: W__ Th__ F__ S__

After June 1, 2024, add \$25 late fee = \$ _____

TOTAL ENCLOSED \$ _____

Vendor agrees to assume, defend at all times, indemnify, protect, save and hold harmless the Elwood Glass Festival and its officers, directors and agents, against any and all claims or demands arising or resulting from the use by the Vendor of the space provided by the Festival, including without limitation the claims of any employee, or agent of the Vendor, the claims of anyone attending the exhibit and the claims of any other person for damages for bodily injury, sickness, mental anguish, or death, and claims for damages to the property of the Vendor which is sustained during the use by the Vendor of the space provided by the Glass Festival.

2024 Elwood Glass Festival applications are non-transferrable and non-refundable.

Your completed/signed vendor contract and payment (in the form of cash, check or money order) must accompany this application. However, credit card payments are accepted for an additional 3% service charge. To make a credit card payment, please phone the Chamber office at (765) 552-0180.

I HEREBY ACKNOWLEDGE THAT I HAVE READ THE TERMS OF THE APPLICATION AND THE CRAFT/COMMERICAL VENDOR CONTRACT, AND I AGREE TO ABIDE BY THESE TERMS. I am designated to act on behalf of the above-named Organization/Company identified on this application.

Signature _____

Date _____

Please send completed application with check made payable to:

ELWOOD CHAMBER OF COMMERCE, 108 S. Anderson Street, Elwood, Ind. 46036
(765) 552-0180 • elwoodchamberdirector@gmail.com • www.elwoodchamber-in.org

53RD ANNUAL
ELWOOD GLASS FESTIVAL

Friday, August 16, 2024 • Noon to 10:00 p.m.

Saturday, August 17, 2024 • 10:00 a.m. to 10:00 p.m.

Sunday, August 18, 2024 • 10:00 a.m. to 4:00 p.m.

(Due to the community worship service, vendors may open at noon on Sunday, if they prefer.)

COMMERCIAL/CRAFT VENDOR CONTRACT

Applications received after June 1, 2024, will be subject to a \$25 late fee.

This Contract is made and entered into this _____ day of _____, 2024, between the ELWOOD GLASS FESTIVAL (hereafter referred to as "Festival"), and _____ (hereafter referred to as "Vendor").

WITNESSETH: The Elwood Glass Festival, to be held August 16-18, 2024, agrees to provide ___#___ (1, 2, etc.) booth space(s), OR ___#___ linear frontage feet to the above-named Vendor for the sum of \$ _____, for the purpose and privilege of exhibition or selling of items listed on the Glass Festival application.

PLEASE REFER TO YOUR APPLICATION FOR THE COST OF YOUR VENDOR BOOTH.

1. Vendor must check in upon arrival at the Chamber tent at the Callaway Park entrance, located at the corner of North 19th and J Streets. **Vendors may enter ONLY through the park's main entrance. NO EXCEPTION.** A Festival volunteer will greet the Vendor, provide a welcome packet, and advise Vendor of their location number. **A Glass Festival staff member will then escort Vendor to their assigned location.** Vendors who have questions or need assistance during the Festival may ask a volunteer at the Chamber tent. Festival volunteers and staff can be identified by their I.D. tag and T-shirt bearing the Glass Festival logo. The volunteers and staff are there to ensure Vendors have an enjoyable and profitable weekend.
2. The Festival Management reserves the right to place and locate the Vendor at the Festival's discretion. **Rental spaces cannot be moved or relocated.**
3. Rental spaces will be assigned on a first-come, first-served basis.
4. The Festival reserves the right to close any exhibit leased herein, without liability, should the Festival Management deem the Vendor, his exhibit, or employees guilty of any act that is against the best interests of the Elwood Glass Festival. Dishonesty, troublesome behavior, excessive noise or litter, falsifying the Vendor application and making potential threats to the public health and safety are grounds for expulsion.
5. **Vendor set-up hours:**
 - Wednesday, August 14, 2024 – 4:00 to 7:00 p.m., all participants (Note: Security, water, and electricity are not available this day.)
 - Thursday, August 15, 2024 – 9:00 a.m. to 1:00 p.m., **FOOD VENDORS ONLY;** 1:00 to 7:00 p.m., all participants
 - Friday, August 16, 2024 – 9:00 to 11:00 a.m., all participants

These set-up hours are firm. NO EXCEPTIONS. All Vendors must be ready to open at 11:30 a.m. on Friday, August 16, 2024. **No pre-sales allowed.**

6. **SECURITY:** The Festival shall provide security during the Festival's operational hours, as well as overnight Thursday through Sunday morning. Security is performed by the Elwood Police Department at these times: 6:00 p.m. Thursday, August 15 through 6:00 a.m. Friday, August 16; 10:00 p.m. Friday, August 16 through 6:00 a.m. Saturday, August 17; and 6:00 p.m. Saturday, August 17 through 6:00 a.m. Sunday, August 18. Please note that during the Festival, the Elwood Police Department will provide plain clothed and uniformed officers onsite.

The Festival shall not be an insurer of Vendor's property, nor responsible therefore. Festival shall not be liable for any damage to Vendor's exhibit, equipment, or merchandise by reason of fire, theft, weather, loss, or other damages.

7. Vendors shall have their exhibits and equipment ready to open no later than 11:30 a.m. on the Friday of the Festival. Vendors must be open for all the Festival hours, which are: Friday, 12:00 noon to 10:00 p.m.; Saturday, 10:00 a.m. to 10:00 p.m.; and Sunday, 10:00 a.m. to 4:00 p.m. In the event Vendor fails to comply, or fails to occupy the space herein leased, the Vendor will forfeit all monies paid hereunder, be asked to leave the Festival grounds, and may not return for future Festivals. The Festival will not permit the dismantling of any exhibit before the close of the Festival at 4:00 p.m. Sunday, August 18, 2024.
8. The Festival shall rent space in increments of 10 feet (frontage) by 12 feet (deep). All of Vendor's supplies and vehicles must be confined to this area. Additional space is available for purchase.

9. The Festival shall furnish electricity for each space. Vendors must provide safe, properly grounded outdoor electrical cords to be connected to Festival power supplies (3-prong/grounded for 110V, and 4-wire line for direct 220V hookup), or they will not be hooked up to electricity. Bad or frayed cords will not be accepted. Vendor must use a UL-listed, outdoor extension cord. (Many are orange and three-pronged.) Vendor may not connect extension cords together in order to reach the power box. If Vendor has to reach a box that is 50 feet away, Vendor may only use a 50-foot-plus cord, NOT two 25-foot cords hooked together. This is fire code. Please come prepared with a long enough cord. Our suggested length is 100 feet minimum. Vendor area will be examined after setup to ensure compliance with regulations regarding proper placement, size, space limits, fire codes, and electrical codes.
10. The Festival does not provide tables and chairs with Vendor space.
11. The STATE FIRE MARSHAL and a REPRESENTATIVE of the DEPARTMENT OF HOMELAND SECURITY will enforce all Indiana codes, rules and regulations governing Festival/Carnival events, and all Vendors must comply. It is the duty and responsibility of the Vendor to be compliant with the Department of Homeland Security. To find information on state requirements, contact the Indiana Department of Building and Fire Code Enforcement.
12. Vendor and supply truck parking is permitted within the Festival area ONLY if it is a necessary part of the Vendor's exhibition for the entire Festival. However, the number of parking spaces is limited and available on a first-come, first-served basis.
13. All Vendor areas will be inspected after the Vendor's departure. The Festival reserves the right to bill Vendor for any repairs, clean-up or damages created or left by Vendor.
14. No stakes may be driven into the blacktop on Callaway Park Drive to secure Vendor's tents. **Blacktop MAY NOT be penetrated.** Vendor must provide necessary items to secure their tent; i.e., sand buckets, tie downs, etc.
15. **NOTICE:** The selling of weapons or knives (including toy, specialty and collectible), projectiles, explosives, numb chucks, cigarette papers, pipes not for traditional tobacco consumption, drug-related paraphernalia (including clothing items that promote illicit drug usage), and other offensive or unsuitable items (including, but not limited to items and products bearing a confederate symbol or swastika, and silly string or anything in pressurized cans) is prohibited. Vendor's pets are allowed but must be kept away from the crowd.
IN THE EVENT A FESTIVAL REPRESENTATIVE DEEMS AN ITEM UNSUITABLE FOR DISPLAY OR SALE, PERSONS OPERATING THE BOOTH WILL BE ASKED TO STOP SALES AND/OR LEAVE THE PREMISES. IN SUCH EVENT, ALL FEES WILL BE FORFEITED. THE FESTIVAL MANAGEMENT RESERVES THE RIGHT TO DENY PARTICIPATION IN THE ELWOOD GLASS FESTIVAL.
16. Vendor agrees to comply with conditions of this contract, Vendor application, and all rules and regulations set out by the Festival Management. Failure to comply will result in cancellation of this lease, and Vendor shall forfeit all rights hereunder and shall, upon demand, immediately close the exhibit and surrender space leased and shall not be entitled to a refund of any monies paid.
17. Vendor agrees to assume, defend at all times, indemnify, protect, save and hold harmless the Elwood Glass Festival and its officers, directors, and agents, against any and all claims or demands arising or resulting from the use by the Vendor of the space provided by the Festival, including without limitation the claims of any employee, or agent of the Vendor, the claims of anyone attending the exhibit and the claims of any other persons for damages for bodily injury, sickness, mental anguish or death, and claims for damages to the property of the Vendor, which is sustained during the use by the Vendor or the space provided by the Elwood Glass Festival.

I have read in full the Craft/Commercial Vendor Application and Contract and will fully comply with all of the stated requirements of the Elwood Glass Festival.

Company/Organization name: _____

Contact person: _____

Address: _____

City, State, Zip: _____

Phone: _____ Email (please print legibly) _____

Signature: _____ Date: _____

Please send completed application with check made payable to:

**ELWOOD CHAMBER OF COMMERCE, 108 S. Anderson Street, Elwood, Ind. 46036
(765) 552-0180 • elwoodchambermanager@gmail.com • www.elwoodchamber-in.org**

**▶ PAPERWORK MUST BE RECEIVED BY JUNE 1, 2024, TO AVOID \$25 LATE FEE.
BOTH THE APPLICATION AND CONTRACT MUST BE SIGNED AND RETURNED.
PLEASE RETAIN A COPY FOR YOUR RECORDS.**

OFFICE USE ONLY

Date Received _____ Vendor Type _____ Application Attached Insurance Cert. Attached

Payment Enclosed \$ _____