

**COMMERCIAL VENDOR APPLICATION**

Revised 3/19/2019

2019 48TH ANNUAL ELWOOD GLASS FESTIVAL

**APPLICATION DEADLINE JUNE 14, 2019**

*You will be notified by mail, email or phone if your application is accepted.*

**PLEASE PRINT OR WRITE CLEARLY**

CONTACT PERSON: \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_

ADDRESS, CITY, STATE, ZIP: \_\_\_\_\_

DAY PHONE/CELL: \_\_\_\_\_ EVENING PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

Description of items to be sold:

\_\_\_\_\_  
\_\_\_\_\_

**2019 NOTICE: ABSOLUTELY NO GUNS OR WEAPONS OF ANY TYPE WILL BE SOLD EVEN THOUGH SOME ITEMS MAY HAVE BEEN PREVIOUSLY APPROVED WITH PAST EXHIBITORS. THIS INCLUDES TOYS, SPECIALTY ITEMS AND COLLECTIBLES.**

Rental spaces are **FIRM 10'**  
Frontage x 12' Depth, first space = \$100.00  
Each space thereafter = \$95.00  
All supplies and trucks **MUST** fit within rental space.  
Additional space may be purchased either in 10'frontage or 12'depth increments.

1st Rental Space = \$100.00 \$ \_\_\_\_\_

Additional Rental Space = \$95.00 each \$ \_\_\_\_\_

Required Frontage x 10' \_\_\_\_\_

Required Depth x12' \_\_\_\_\_

Camping Fee (\$10 per day)

Circle days: W T F S @ \$10/day = \$ \_\_\_\_\_

**LATE FEE AFTER 6/14/19: \$25.00** \$ \_\_\_\_\_

**TOTAL DUE** \$ \_\_\_\_\_

A limited number of camping sites is available within the park. The cost is \$10 per day. Please provide payment with application. A limited number of supply truck parking sites is available within the park. Availability is based upon a first come first serve basis. **PARKING FOR BUSES, CLASS A, B, C, (CAMPER'S) OR 5TH WHEEL'S WILL NOT BE ALLOWED WITHIN THE FOOD COURT. THERE ARE DESIGNATED CAMPING SITES AVAILABLE WITHIN THE PARK.** There is no Vendor parking within the Festival area unless it is a necessary part of your exhibition for the three festival days. Supply trucks and Vendor parking is available at three nearby off site locations.

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.

*2019 Elwood Glass Festival accepted applications are non-transferrable and non-refundable.*

**COMPLETION, PAYMENTS AND SIGNED VENDOR CONTRACT MUST ACCOMPANY THIS APPLICATION OR IT WILL BE RETURNED OR DENIED.**

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 a person designed to act on behalf of the named Organization/Company identified in this application.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Please send completed application with check made payable to:**

Elwood Chamber of Commerce - 108 S. Anderson Street - Elwood, IN 46036  
765-552-0180 - Fax 765-552-1277 - www.elwoodchamber-in.org - elwoodchamberdirector@gmail.com or elwoodchamber108@gmail.com

## COMMERICAL/CRAFT VENDOR CONTRACT

Revised 1/11/2019

### 48TH ANNUAL ELWOOD GLASS FESTIVAL

Third Full Weekend of August

Friday: 12 noon – 10:00 p.m.

Saturday: 10:00 a.m. – 10:00 p.m.

Sunday 10:00 a.m. – 4:00 p.m. (Vendors have the option of opening their booth at either 10 a.m. or noon on Sunday due to the Community Worship services)

**DEADLINE FOR THE GLASS FESTIVAL IS JUNE 14, 2019.**

**There will be a \$25 late fee for vendors returning their contract after June 14, 2019.**

THIS CONTRACT: made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2019 between the ELWOOD GLASS FESTIVAL (hereafter referred to as “Festival”), and \_\_\_\_\_, (hereafter referred to as “Vendor”).

WITNESSETH: The Elwood Glass Festival will be held August 16-18, 2019. Booth space(s), 1, 2, etc. \_\_\_\_\_ OR Linear Frontage Feet; (Size \_\_\_\_\_), to the above Vendor for the sum of \$ \_\_\_\_\_, for the purpose and privilege of exhibition or selling of items listed on application.

#### **PLEASE REFERENCE YOUR APPLICATION FOR THE COST OF YOUR VENDOR BOOTH.**

1. Vendor must check in at the Chamber tent which will be located at entrance of the Callaway Park at the corner of North 19<sup>th</sup> and J Streets. **Vendors may ONLY enter through the main entrance of the park. NO EXCEPTIONS!! Vendors will not receive their vendor location number prior to your arrival. The Glass Festival committee will escort you to your vendor location upon check in at the main tent.** You will be greeted by a volunteer, receive a welcome packet and be escorted to your vendor location. During the festival should you have any questions or need assistance please come to the Chamber tent which will be located at the entrance of the park to locate a volunteer. All volunteers will be wearing a red t-shirt or golf shirt with the Glass Festival logo and an identification tag. We are here to help the 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. Festival reserves the right to close any exhibit leased herein, without liability, should the Vendor, his exhibit, or employees be deemed by the Festival Management guilty of any act that is against the best interests of the Elwood Glass Festival. Dishonesty, troublesome behavior, excessive noise or litter, falsifying vendor application and potential threats to the public health and safety are grounds for expulsion.
5. **Vendor set up hours:**
  - Wednesday, August 14, 2019. - 3:00 to 5:00 p.m. All participants (no security, water or electricity available this day)
  - Thursday, August 15, 2019 - **FOOD VENDORS ONLY 9:00 a.m. to 1:00 p.m.** All participants 1:00 p.m. to 7:00 p.m.
  - Friday, August 16, 2019 - All participants 9:00 a.m. to 11:00 a.m.
  - These set up hours are firm. **NO EXCEPTIONS!!!** All vendors must be ready to open at 11:30 on Friday, August 16, 2019. **No pre-sales allowed.**
  - **SECURITY:** The Elwood Police Department will provide overnight security on Thursday beginning at 6:00 p.m. as well as from 10:00 p.m. to 6:00 a.m. Thursday – Saturday. Please note that during the festival the Elwood Police Department will have both plain clothed and uniformed officers on site.
6. Vendors shall have their exhibits and equipment ready to begin no later than 11:30 a.m. on Friday of the Festival. Vendors must be open during all of the Festival Hours which are Friday, 12:00 noon to 10 p.m., Saturday 10 a.m. to 10 p.m., and Sunday 10 a.m. to 4 p.m. In the event the vendor fails to comply or fails to occupy the space herein leased, the vendor will forfeit all monies paid hereunder and asked to leave the Festival grounds and they may not return for future festivals. The Festival will not permit any exhibit to be dismantled before the close of the Festival at 4:00 p.m. on Sunday, August 18, 2019.
7. Festival shall rent space in increments of 10 ft. (frontage) by 12 ft. This area will include all supplies and supply trucks. Additional space is available for purchase.

8. Festival shall provide security both during the operational hours of the Festival and overnight Thursday, Friday, Saturday to safeguard property of vendors and to maintain order; however, Festival shall not be an insurer of said 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.
9. Festival shall furnish electricity in the area for each space. Vendors must provide safe, properly grounded outdoor electrical cords to be connected to Festival power supplies, or they will not be hooked up to electricity, (3 prong/ground for 110 V, and 4 wire line for direct 220 V. hookup). Bad or frayed cords will not be accepted. Amperage needs of 60 Amps or more will be provided if possible for an additional surcharge of \$30. Must use a UL listed outdoor extension cord (many are orange and have 3-pronges). You cannot connect extension cords together in order to reach the power box. If you have to reach a box that is 50' away, you can only use a 50'+ cord, **NOT** two 25' ones hooked together. This is fire code! Please come prepared with a long enough cord, our suggested length is a minimum of 100 feet. Vendor area will be examined after set up to insure compliance with regulations regarding: proper placement, size, space limits, Fire Codes, Electrical Codes.
10. Tables and chairs will NOT be provided with vendor space.
11. The STATE FIRE MARSHAL and a REPRESENTATIVE OF 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. There is no Vendor parking within the Festival area unless it is a necessary part of your exhibition for the three festival days.
13. All Vendor areas will be inspected after Vendor departure. The Festival reserves the right to bill Vendor for any repairs, clean up or damages created by, or left by Vendor.
14. 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.
15. No stakes on blacktop drive to secure your tent. **Blacktop MAY NOT be penetrated.** Vendor must provide necessary items to secure your tent, i.e. sand buckets, tie downs.
16. 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, 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 NOT SUITABLE FOR DISPLAY OR SALE, PERSONS OPERATING THE BOOTH WILL BE ASKED TO STOP SALES AND/OR LEAVE THE PREMISES. IN SUCH AN EVENT, ALL FEES WILL BE FORFEITED. WE RESERVE THE RIGHT TO DENY PARTICIPATION IN THE ELWOOD GLASS FESTIVAL.
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 Contract and Application and will fully comply with all of the stated requirement of the Elwood Glass Festival .**

Contact person: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone/Cell: \_\_\_\_\_

Signature: \_\_\_\_\_

**Please send completed application with check made payable to:**

Elwood Chamber of Commerce - 108 S Anderson Street - Elwood, IN 46036  
765-552-0180 - Fax 765-552-1277 - www.elwoodchamber-in.org - elwoodchamberdirector@gmail.com or elwoodchamber108@gmail.com

***PAPER WORK MUST BE RETURNED BY JUNE 14, 2019.  
BOTH APPLICATION & 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: \_\_\_\_\_ Deposit Enclosed: \_\_\_\_\_