

SEPTEMBER 10-12, 2010 MIDWEST ZEST FEST
ARTS & CRAFTS VENDOR CONTRACT



SET-UP: **Friday: Sept. 10, Anytime after 9AM**
NO EARLY SET-UP WILL BE ALLOWED!
Main Square Park, 3000 Ridge Road, Highland

TIMES: **Friday 4-11 pm (Rides will begin at 4 pm), Saturday 11 am – 11 pm, Sunday Noon – 7 pm**

EXHIBITORS: This is a non-juried arts & crafts show. There will be spaces available for **homemade crafts** and **home-based sellers** (Avon, Mary Kay, Tupperware, Pampered Chef, etc.) You will receive your space assignment shortly before the Festival. **ALL Exhibitors must sell a hand-crafted product, not a service.** Home based sellers may take orders and book parties. No duplicate home based vendors will be allowed. ALL vendors must have an approved contract signed by both the vendor and a representative of the Highland Chamber and stamped with a Chamber seal. You must check in with a Chamber Representative before setting up.

EQUIPMENT: Each participant must furnish his own display racks, tables, etc. A space of 10' x 10' will be assigned. All spaces are provided with electricity. An electrical cord on the ground in all booths must be SJ or SO rated. **ONLY OSHA approved cage lights, fluorescent lights and Christmas lights will be allowed.** A restriction of two(2) fluorescent lights will be enforced. Total wattage may not exceed 400 watts. **NO clip-on lights or generators will be allowed.**

ENTRY FEE: The entry fee must accompany your reservation. The fee for handmade vendors is \$120 and the fee for Home-based vendors is \$150. **The fee is non-refundable, and there is no rain date.**

NEW!! - *Are you interested in donating an item to be raffled off at the festival? All proceeds will benefit Highland Students. Please write in your donation with you information below.

A Copy of your contract will be mailed to you with your space assignment shortly before the festival.

PLEASE PRINT

Name: _____ Phone: _____

Address: _____ City/State/Zip _____

Car License Number: _____ Car Make/Model: _____

Indiana Dept. of Revenue Sales Tax Number: _____

Handmade crafter \$120 _____ **\$150 Home-based Seller** _____

Items to be sold: _____

***Donated Item(s):** _____

I have read and fully understand all the enclosed and agree to comply with all the rules of the Chamber, Fire Marshall, Health Department, and the Festival Regulations of the Highland Parks & Recreation Department. Any display or product deemed objectionable by the Midwest Zest Fest Committee must be removed promptly upon notification. The Highland Chamber of Commerce is not responsible for loss, injury, or theft.

Filling out this form does not automatically guarantee entry into the festival. Applicants must receive a returned authorized copy of the application/contract with a Chamber representative's signature and the Chamber Seal before setting up at the festival.



Highland Chamber
OF COMMERCE

MAIL CONTRACTS TO:
Highland Chamber of Commerce
8536 Kennedy Avenue, Highland, IN 46322
219-923-3666 * 219-923-3704 fax
mary@highlandchamber.com
www.midwestzestfest.com
www.highlandchamber.com

VENDOR SIGNATURE: _____ **DATE:** _____

CHAMBER REP. SIGNATURE: _____ **DATE:** _____

Highland Parks & Recreation
MAIN SQUARE PARK
Festival Regulations for Sponsoring Groups

1. Items may be sold only from booths.
2. All amusement rides, booths, and trailers are to be removed from the park and street by 7 pm on the day after the end of the festival.
3. Festival committee must have a representative on the grounds all days of the festival and one half hour before and one half hour after the official hours. Representative must also be on the grounds during official setup and takedown hours. A representative will be designated as the "person in charge."
4. Festival tents provided by the Park Department must be used for the general public to sit under.
5. No one shall be allowed in the gazebo storage area except as authorized by the Park Director. This area will be kept locked and a key provided to the Festival person in charge.
6. Festival shall provide any sound equipment that they may need.
7. Festival Committee shall enforce any/all rules to insure a safe and secure festival area.
8. The Festival, the operator of any amusement rides, and all food vendors shall provide a certificate of general liability insurance naming the Highland Parks & Recreation Department (or Town of Highland) as "co-insured."
9. Festival Committee shall provide all night security each evening that any food or craft booth is set-up in the park.
10. All advertising for the festival shall specify that dogs and bicycles will not be allowed on the park grounds during the festival. Metal signs (minimum 4 provided by Town) shall be placed in the park showing "NO dogs or bikes allowed in park during festival."
11. All equipment and facility needs requested of the parks & recreation department shall be made two (2) weeks in advance.
12. Festival committee shall submit a written request to hold the festival, including the hours of operation, to the Parks & Recreation Board a minimum of three (3) months in advance.
13. No set up of rides, booths, or trailers may take place prior to 48-72 hours before the designated start of the festival. Committee agrees to expel any violators from the grounds.
14. Festival Committee shall secure sufficient portable restrooms and hand washing stations and insure that they are inspected hourly during all festival hours of operation. They are to be setup so that delivery truck does not leave paved area.
15. No setup of booths/trailers/etc. shall take place during the official festival hours.
16. Festival shall be responsible for trash and litter removal from the park and washing down all picnic tables each day prior to the official festival hours. The festival shall also insure that litter is picked up during the official festival hours.
17. All signs from exhibitors or food booths must be attached to the booth.
18. Festival Committee shall be responsible to insure that NO vehicles are allowed on the park grounds except amusement rides and food trailers. Amusement ride operators may not park private cars or trucks on the park grounds.
19. The Festival Committee shall insure that the Festival rules include "No parking" area on 5th street shall be used as a drop-off location only. Cars shall be in this area for no more than 20 minutes.
20. Grease and charcoal shall be placed in containers (after cooling) and then placed in the marked barrels.
21. No generators will be allowed in booths or trailers (except amusement rides which shall insure that the equipment is properly secured).
22. Fire and Health Department rules and regulations shall be included in the Festival Information.
23. Festival Committee shall be responsible for parking lot security and for providing adequate handicap parking.
24. Festival committee shall install a minimum of seven (7) temporary lights (each at different locations) throughout the food and craft area so that walking areas are illuminated.
25. Festival Committee shall insure that all electrical systems shall not be overloaded. Specific amperage limits must be placed on each booth and inspected by qualified persons each evening during festival hours.
26. Festival Committee shall insure any electrical hook-ups directly into the electrical systems be made by a properly licensed electrician.
27. Food trailers are to be limited to 40amp of service per trailer space. All trailers must have a minimum of 150' extension cord of sufficient size for amperage.
28. No cords (electrical, water) may be left in walking area.
29. The Festival Committee agrees to remove any vendor that does not conform with these regulations.
30. The festival sponsor shall provide security to be present during the festival.
31. Booths may sell only from one side of the space.
32. The Festival Committee will contact the neighboring churches and arrange for the use of their parking areas.
33. Dunk tanks must be set up in a manner to restrict any chance of the public or private property being hit by a ball.
34. Insulation shall be placed under cooking heat that is within two feet of the ground to protect the grass from burning. Boiling water shall not be poured on the ground.
35. Political candidate signs are not to be allowed.
36. No games of chance are allowed. (Games involving "skill" are permitted).
37. Each food booth must have a 40lb BC fire extinguisher.
38. All tarps that cover booths with cooking or lighting must be made of non-flammable materials and must have a label on the tarp from the manufacturer stating that it is non-flammable.
39. LP Gas containers must be installed & maintained in approved manner.
40. All Town & Park Ordinances not described herein, shall be enforced.