

Rising Sun Navy Bean Fall Festival

200 N. Walnut Street
PO Box 172
Rising Sun, IN 47040
812-438-2407

VENDOR POLICY FOR 2024

1. FESTIVAL HOURS: DATES & TIMES BOOTHS ARE TO BE OPEN

Friday, September 13, 2024 3:30pm to 10:00pm

Saturday, September 14, 2024 11:00am to 10:00pm

Booths must be open during this time.

2. SET-UP:

Important: Please sign in at the Vendor Check-In before setting up your booth. Vendor space numbers will be available. Vendor Check-In will be located at the City Tent.

SET-UP TIMES:

Thursday, September 12, 2024 5:00pm to 7:00pm (**FOOD TRUCKS MUST BE PARKED DURING THIS TIME**)

Friday, September 13, 2024 10:00am to 3:00pm (Vehicles must be out by 3:00pm)

Saturday, September 14, 2024 7:00 am to 10:00 am (Vehicles must be out by 10:00am)

All vehicles must be moved to a designated parking area by 3:00 PM ON FRIDAY AND 10:00 AM ON SATURDAY NO EXCEPTIONS DUE TO SAFETY ISSUES. Any PERSONAL OR BODILY INJURIES OR PROPERTY DAMAGES ARISING OUT OF OR IN CONNECTION WITH THE USE OF RENTAL SPACE caused by a vehicle in the vendor area will be the sole responsibility of the owner of the vehicle.

3. DEADLINE:

Application and booth rental fee must be received by **August 19 Food Vendors & August 26 other booths** to guarantee your space. An additional \$10.00 late fee will be applied after this date, pending spaces are available. Spaces will be offered on a first come, first serve basis. Water and electric are provided on a first come, first serve basis as available.

4. FEES:

NO ELECTRIC/WATER REQUESTED: \$100.00 for a standard 12-foot frontage x 10-foot-deep booth space. Up to two booths may be rented for a fee of **\$175.00** upon approval.

ELECTRIC/WATER REQUESTED: \$125.00 for a standard 12-foot frontage x 10-foot-deep booth space. Up to two booths may be rented for a fee of **\$200.00** upon approval.

Non- Profit vendors are \$25.00 per spot with proof of 501-C # and Ohio County residents are \$50.00 per spot.

Not all booths will have electric or water connections; please request on your application if needed. Generators are allowed only for food truck vendors, pending disclosure on application and approval from the City of Rising Sun prior to event. Non-food vendors and food tents requesting use of a generator should contact City Hall prior to filling out application. Payment in full must accompany a signed application. **Make checks and money orders payable to CITY OF RISING SUN.**

ALL FOOD VENDORS MUST SUBMIT A COPY OF THEIR INSURANCE LISTING THE CITY OF RISING SUN AS INSURED WITH THEIR APPLICATION. ALL FOOD VENDORS REQUIRED TO HAVE ACCESSABLE FIRE EXTINGUISHER IN BOOTH/TRUCK.

5. BOOTH SIZE:

It is essential that displays conform to exact space allotted (including trailer tongues and awnings). When setting up any signage, keep in mind that the rented space only includes the area within the marked spot. You will typically have another vendor to your side, so any advertising on the sides or your tent/space is not included/guaranteed. For safety purposes, once you are set up, you **CANNOT** drive a vehicle in or out of the area outside of set-up times listed. Parking a vehicle with your booth space depends on the location. Selling is only to be done within your booth space. **NO ROAMING** is allowed in order to be fair to all vendors. Please respect your fellow vendors. Violators using more than their rented space will be asked to leave. No fee refunds will be made.

6. GENERAL BOOTH RULES:

ABSOLUTELY NO OBSCENE MATERIAL, DRUGS, DRUG USE PARAPHERNALIA, ALCOHOLIC BEVERAGES, SNAPPERS, SWITCHBLADES, GUNS, AMMUNITION, STINK BOMBS, OR FIREWORKS, CANS OF HAIR COLOR SPRAY OR SILLY STRING OR ANY TYPE OF UNLAWFUL OR POTENTIALLY DISRUPTIVE/DANGEROUS MATERIAL/ACTIVITIES. These restrictions will be strictly enforced.

NO FOOD OR BEVERAGES ARE TO BE SOLD AT THE NAVY BEAN FESTIVAL WITHOUT PRIOR APPROVAL FROM AUTHORIZED FESTIVAL COORDINATORS. Authorized festival coordinators have final approval of all items to be sold and booth set-ups. Any exhibitor found displaying items not shown on the submitted application or items against Navy Bean Festival Policy will be asked to remove offending items, and/or will be prohibited from conducting further sales and/or be removed from the festival immediately. Volume of sound/music coming from booths must be kept at a reasonable level so as not to interfere with neighboring booths. Festival personnel will be the exclusive judge of what is acceptable.

ARTS & CRAFTS:

General Rules apply. The Navy Bean Festival emphasizes quality craftsmanship and merchandise. A complete description of the items to be exhibited **MUST** be included on the application. In addition to your written description, please submit one (1) photograph of items to be exhibited. Preferably the photo should show your entire booth set-up

COMMERCIAL BOOTH & VENDOR, NOT FOR-PROFIT BOOTHS & VENDOR: General rules apply.

7. SECURITY:

The Navy Bean Festival will be patrolled by local law enforcement in all festival areas after hours during the days the festival is scheduled. However, Navy Bean Festival is not responsible for lost or stolen items under any circumstances. The Navy Bean Festival is not responsible for accidents.

8. PLACEMENT:

Placement of exhibitor's booths is at the discretion of Navy Bean Festival. Exhibitor preference will be given first consideration based on space availability and the date the exhibitor's application was received. Location may be affected by special requirements such as electrical needs etc. Assigned spaces cannot be changed without the approval of the Navy Bean Festival.

9. ELECTRICAL REQUIREMENTS: **NO ELECTRIC AVAILABLE OTHER THAN BOOTH AREAS!!!!**

Booths with needs of electrical will be provided with 120-volt hook-up. Not all booths will have electrical hookup. It is the vendor's responsibility to provide outdoor electrical extension cord in safe operating condition. **NO HALOGEN LIGHTS ALLOWED. If you have additional power requirements such as 240 volt, please specify on your application. Depending on your requirements Navy Bean Festival may elect to levy additional charges.** Please contact Navy Bean Festival in advance to make sure we can accommodate your needs. Vendor agrees to hold Navy Bean Festival harmless for any injury or damages resulting from electrical use.

10. TEARDOWN:

All food vendors must remain in designated area until festivities come to a close at **10:15 pm** on Friday and Saturday. Please do not attempt to move out of your location until **this time**. Any non-food vendors may break down any time after **9:00 pm**, but absolutely no vehicles will be allowed in the vicinity until the festival has concluded. All exhibitors are required to clean their own area and put trash in the trash receptacles provided. Failure to remove all equipment and thoroughly clean up rental area will result in a \$75.00 charge. Navy Bean Festival will not be responsible for storing, maintaining, or watching any items left at the festival area. **No early tear down allowed.**

11. CANCELLATION:

Full refunds will be given out until **August 19, 2024** Absolutely no refunds will be made after this date. **The Navy Bean Fall Festival is a rain or shine event. No rain dates.**

12. NOTIFICATIONS:

Notification letters and additional information will be mailed by the first week of September.

13. SOUVENIR ITEMS:

Souvenir items that identify the Navy Bean Festival (such as T-shirts, Mugs, Buttons, etc.) will not be allowed for sale by any vendor unless specific written permission is received by the vendor from Navy Bean Festival prior to the festival start date.

14. RENTAL AGREEMENT:

Applications will be accepted on a **first-come** basis. All rental agreements must be accompanied with payment in full. Navy Bean Festival will not supply tables, extension cords, etc. It is the applicant's responsibility to read and understand all regulations as outlined in this rental agreement. Navy Bean Festival is not responsible for accidents, damage, loss or injury of any kind. **Business activity must be conducted in your reserved space only. ABSOLUTELY NO ILLEGAL ITEMS, OBSCENE MATERIAL, DRUGS, DRUG USE PARAPHERNALIA, ALCOHOLIC BEVERAGES, SNAPPERS, SWITCHBLADES, GUNS, AMMUNITION, STINK BOMBS, FIREWORKS, CANS OF HAIR COLOR SPRAY, SILLY STRING OR ANY OTHER ITEM THE NAVY BEAN FESTIVAL MAY DEEM INAPPROPRIATE WILL BE ALLOWED. THE NAVY BEAN FESTIVAL HAS SOLE AND ABSOLUTE CONTROL OF ITEMS OR WARES OFFERED FOR SALE AT THE FESTIVAL. NO FOOD OR ALCOHOLIC BEVERAGES ARE TO BE SOLD OUTSIDE OF DESIGNATED AREAS.** Trading or selling of contracted booth space is strictly forbidden. Exhibitors agree that Navy Bean Festival may revoke this agreement at any time, and for any reason, and the Exhibitors damages will be limited to refund of the fee paid.

NAVY BEAN FALL FESTIVAL 2024 VENDOR APPLICATION

ARTS & CRAFTS, COMMERCIAL, NON-PROFIT BOOTH, FOOD BOOTH

Your space will not be held until this form is received.

IF PLANNING ON A RAFFLE AT YOUR BOOTH, THE APPLICANT IS SOLELY RESPONSIBLE WITH OBTAINING ANY AND ALL LICENSES REQUIRED BY STATE LAW.

PLEASE PRINT OR TYPE:

NAME: _____

BUSINESS NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

TELEPHONE: (____) _____ EMAIL: _____

TYPE OF BOOTH (Please circle one): ARTS & CRAFTS / COMMERCIAL / NOT FOR PROFIT / FOOD

PLEASE DESCRIBE ITEMS YOU WILL BE SELLING OR DISTRIBUTING:

*** WATER NEEDED: YES _____ NO _____

*** GENERATOR USAGE: YES _____ NO _____

*** ELECTRICAL NEEDED: YES _____ NO _____

*** ELECTRICAL REQUIREMENT: _____ amp _____ volt *Required if electric is needed*

NO. OF 12 X 10 SPACES _____ TOTAL ENCLOSED \$ _____

*** Not all booths have electric***

\$100.00 for a standard, no electric/water 12 x 10 booth space/ \$175.00 for two booth spaces upon approval.

\$125.00 for an electric/water hookup 12 x 10 booth space/ \$200.00 for two booth spaces upon approval.

\$50.00 fee Ohio County Residents (Please provide proof of residency)

\$25.00 fee w/ Non-Profit 501(c) - (3) # (Please attach a copy of your 501 (3) # or letter of non-profit status).

PLEASE NOTE SPECIAL REQUESTS ON SECOND PAGE

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ARTS & CRAFTS, COMMERCIAL, NON-PROFIT BOOTH, FOOD BOOTH

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SPECIAL REQUESTS/ ADDITIONAL INFORMATION

I HAVE READ AND UNDERSTAND THE GENERAL BOOTH RULES POLICY FOR THE 2024 NAVY BEAN FESTIVAL AND AGREE TO ABIDE BY ALL THE RULES DESCRIBED THEREIN. I FURTHERMORE RELEASE THE NAVY BEAN FESTIVAL, INCLUDING THEIR DIRECTORS, OFFICERS, MEMBERS, AGENTS AND EMPLOYEES, FROM ALL CLAIMS, DEMANDS, LOSS, DAMAGE OR EXPENSE, INCLUDING THOSE PERSONAL OR BODILY INJURIES OR PROPERTY DAMAGES ARISING OUT OF OR IN CONNECTION WITH THE USE OF RENTAL SPACE BY THE APPLICANT DURING THE NAVY BEAN FESTIVAL ON SEPTEMBER 13 & 14, 2024. I UNDERSTAND NO REFUNDS WILL BE MADE AFTER AUGUST 19, 2024.

Applicant's Signature

Date

****Vendors are reminded that this festival is for families. No alcohol is sold by the festival or its vendors. Also, no clothing, posters, or other printed products that contain suggestive images are allowed. No tobacco products or imitations of tobacco products (i.e., candy cigarettes) are allowed. Authorized festival coordinators reserve the right to exclude items that they deem to be offensive in nature or to have vendors removed for noncompliance. If there is a concern over items you plan to present, please contact City Hall at 812-438-2407.

PLEASE RETURN THIS APPLICATION AND CHECK/MONEY ORDER MADE PAYABLE TO CITY OF RISING SUN BY AUGUST 19 FOOD VENDORS & AUGUST 26 OTHER BOOTHS

A \$10.00 late fee will be charged on applications received after deadline. Checks returned for non-sufficient funds for booth rentals will be charged \$25.00 and/or filed within the Small Claims Court.

MAILING ADDRESS/CONTACT:

Please complete the application and return with full payment to:

City of Rising Sun
200 N. Walnut Street
PO Box 172
Rising Sun, IN 47040

For questions or for more information, please call: City Hall at 812-438-2407

THIS APPLICATION IS NOT TRANSFERABLE