

# NAVY BEAN FALL FESTIVAL VENDOR REGISTRATION



## VENDOR POLICY FOR 2011

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

Friday, October 7, 2011 4:00 pm- 9:30PM

Saturday, October 8, 2011 11:00am – 9:30PM

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 under the Main Street Pavilion during the following set up times:

#### SET-UP TIMES:

Thursday, October 6, 2011 5:00 pm – 7:00 pm (Please call for early set up)

Friday, October 7, 2011 10:00 am- 3:00 pm (Vehicles must be out by 3:00 pm)

Saturday, October 8, 2011 7:00 am – 8:30 am (Vehicles must be out by 10:00 am)

All vehicles must be moved to a designated parking area by 3:00PM ON FRIDAY AFTERNOON AND BY 11:00 AM ON SATURDAY MORNING 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 26 Food Vendors & September 16 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:

\$100.00 for a 12 foot frontage x 10 foot deep booth space. Up to two booths may be rented for a fee of \$175.00 upon approval by the Festival Committee. Not all booths will have electric provided or water, please request on your application. Payment in full must accompany a signed application. Make Money Orders payable to THE RISING SUN NAVY BEAN FALL FESTIVAL. Non-Profit vendors are \$25.00 with proof of 501-C #.

### 5. BOOTH SIZE:

It is essential that displays conform to exact space allotted (including trailer tongues and awnings). For safety purposes, once you are set up, you **CANNOT** drive a vehicle in or out of the area. 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 WILL ABSOLUTELY NOT BE TOLERATED.**

[These restrictions will be strictly enforced.](#)

**NO FOOD OR BEVERAGES ARE TO BE SOLD AT THE NAVY BEAN FESTIVAL WITHOUT PRIOR APPROVAL OF THE NAVY BEAN FESTIVAL COMMITTEE.**

The Navy Bean Festival Committee has 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.](#)

Also, 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, NON 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.

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# NAVY BEAN FALL FESTIVAL VENDOR REGISTRATION



## NAVY BEAN FALL FESTIVAL 2011 VENDOR APPLICATION ARTS & CRAFTS, COMMERCIAL, NON-PROFIT BOOTH, FOOD BOOTH

SEND APPLICATION TO:

RS/OC CHAMBER OF COMMERCE, NAVY BEAN FALL FESTIVAL, Po Box 198, RISING SUN, IN 47040

Contact Information: Karrah Miller , Historic Downtown Program Website: [www.navybeanfestival.org](http://www.navybeanfestival.org)

PHONE: 812-438-3130 FAX: 812-438-2755 EMAIL: [kmiller@orvcomm.com](mailto:kmiller@orvcomm.com)

**NOTE:** 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 (ie. Candy cigarettes) are allowed. The NBFF Committee members reserve the right to exclude items that they deem to be offensive in nature. The committee reserves the right to have a vendor removed from noncompliance. If there is a concern over items you plan to present, please contact Karrah Miller at 812.438.2750

**THIS APPLICATION IS NOT TRANSFERABLE**

# NAVY BEAN FALL FESTIVAL VENDOR REGISTRATION



## NAVY BEAN FALL FESTIVAL 2011 VENDOR APPLICATION ARTS & CRAFTS, COMMERCIAL, NON-PROFIT BOOTH, FOOD BOOTH

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

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

• ELECTRICAL NEEDED \_\_\_\_\_ YES \_\_\_\_\_ NO

**NOTE: Not all booths have electric**

• ELECTRICAL REQUIREMENT \_\_\_\_\_ Amp \_\_\_\_\_ Volt (Required if electric is needed. Please note special request on back)

NO. OF 12' X 10' SPACES \_\_\_\_\_

TOTAL ENCLOSED \$ \_\_\_\_\_

100.00 for a standard 12 x 10 booth space \$175.00 for two booth spaces upon approval of Festival Committee Chair

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

A \$10 late fee will be charged on applications received after September 16, 2011. Checks returned for non-sufficient funds for booth rentals will be charged \$25.00 and/or filed within the Small Claims Court.

PLEASE RETURN THIS APPLICATION AND MONEY ORDER MADE PAYBALE TO RISING SUN NAVY BEAN FESTIVAL BY August 26-Food Vendors and September 16- all other booths

I HAVE READ AND UNDERSTAND THE GENERAL BOOTH RULES POLICY FOR THE 2011 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 OCTOBER 7 & 8, 2011. I UNDERSTAND NO REFUNDS WILL BE MADE AFTER September 30<sup>th</sup>, 2011

\_\_\_\_\_  
(Applicant's Signature)

\_\_\_\_\_  
(Date)

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# NAVY BEAN FALL FESTIVAL VENDOR REGISTRATION



## VENDOR POLICY FOR 2011

### 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 a minimum of 100 feet of 14-3 gage 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 booth displays and merchandise must be removed after closing on Saturday evening after 9:30 pm, October 8, 2011. Please do not attempt to move out of your location until 9:30 pm. 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 after September 30<sup>th</sup>, 2011. 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 September 23, 2011.

### 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.

**THIS RENTAL AGREEMENT IS NOT TRANSFERABLE**

### 15. MAILING ADDRESS/CONTACT:

Please complete the application and return with full payment to:  
RS NAVY BEAN FALL FESTIVAL, PO Box 198 Rising Sun, IN 47040

For questions or for more information: Please call: at 812-438-3130, Historic Downtown Program at 812-438-2750 Fax #: 812-438-2755 or email to: [kmiller@orvcomm.com](mailto:kmiller@orvcomm.com)

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