

CHARLESTOWN

FOUNDER'S DAY CELEBRATION 2019

VENDOR GUIDELINES

Mail-in Applications along with payment must be received by June 1, 2019

Arts & Crafts Contact – Andrea Sexton – sewtrendyandrea@gmail.com or (502) 296-1231

Business Exhibitor and Food Vendors Contact - Tony Jackson
Ph# 502-643-3938 or 812-256-3422 Ext. 305

Committee Chairperson - Donna Coomer Ph# 812-256-7126
Committee Co-Chairperson - Ted Little Ph# 812-256-5782

Our 19th Annual Founder's Day Festival has been planned by volunteers from the Charlestown Beautification Committee. This year's festival is a two (2) day event with various activities. Vendors will be set up for two days beginning Friday, June 21 through Saturday, June 22, 2019. The festival will be held on the City Square at the corner of Market and Main Streets.

Activities at the weekend festival include live entertainment, arts and crafts, food, games, business exhibits, and a spectacular fireworks display. *Fun for the entire family*. Come join us for our celebration.

Vendor Categories

There are 5 vendor categories. You may register in one or more categories and pay the appropriate entry fee(s), which must accompany your application. Register early in order to make sure your space is reserved. *No refunds after June 1, 2019.*

Remit Application and Payment to:
Charlestown Beautification Committee
City of Charlestown
304 Main Cross Street
Charlestown, Indiana 47111

1.) *Arts & Crafts Market Place* - ***Please include a photo of your art/craft work with application*** Images may be emailed to Andrea Sexton at sewtrendyandrea@gmail.com.

2.) *Business Exhibitors*

3.) *Amusements* - Anyone operating rides or physical activity entertainment (ex. swing, moonwalk, speed pitch, basketball throw, bull-ride, games-of-skill) must provide a copy of current liability insurance policy with a minimum of \$1,000,000.00 coverage. Please see additional insured language on the sample certificate attached. This policy must be submitted with the application. Include a description and a photo of the activity.

4.) *Food Vendors*- Anyone, operating a food trailer or tent is required to have a permit to cook or prepare food on site. (Ex. Hot dogs, barbeque, funnel cakes, lemonade, fountain drinks, etc) *For-Profit Food Vendor* – If you handle potentially hazardous food, you must have a certified food handler. The certified food handler does not have to be present at all times, but someone in

charge must be. ***Non-Profit Food Vendor*** – Are exempt from certified food handler requirements. You do need a permit if you have food sales more than 30 days annually, but there is no charge for permit. You must meet all regulations and approval of the Clark County Health Department. For more info on certification, guidelines, eligibility and requirements, please contact Laura at the Clark County Health Department by calling 812-282-7521. Each food vendor is required to attach a menu to the application with the trailer size information or photo. You must provide a copy of current liability insurance policy with a minimum of \$1,000,000.00 coverage. Please see additional insured language on the sample certificate attached.

5.) Prepackaged Food Sales- Vendors selling only chips, candy or canned goods prepackaged by a recognized food processing company, (ex. Frito-lay), need not be licensed or need pre-approval. However, bake sale displays must meet certain Health Department display regulations. You must provide a copy of current liability insurance policy with a minimum of \$1,000,000.00 coverage. Please see additional insured language on the sample certificate attached. Each food vendor is required to attach a menu to the application with the trailer size information or photo.

Water and Power

Electrical power outlets are available on a first reserved-first served basis. Users must supply their own extension cables/cords. Food and amusement trailer vendors should come self-contained, including water tanks and generator back up. Food vendors will have water available but must supply their own hoses.

Sales

All sales are conducted strictly between vendor and buyer. Vendors are required to conduct such sales on an ethical basis. In no way will the Charlestown Beautification Committee and/or the City of Charlestown be held responsible for any transaction nor guarantee sales volume. The festival must approve all products for sale. No free food or water may be given away. Minimum charge for drinks must be \$1.00.

Garbage & Recycling

Please keep your area neat and clean. Check your booth space periodically and when you leave at night. There will be a trash dumpster and cans available at the festival. If booth space is not left clean and free of debris at the end of the Festival, vendor must pay a clean-up penalty.

Parking

There is not reserved parking. Parking is available on side streets around the Festival area. There is no parking within the festival areas.

Set up Time

Set up time will be Thursday, June 20, 2019 from Noon until 7 p.m. and Friday, June 21, 2019 from 9 a.m. to 2 p.m. Vendors will be able to unload vehicles near the assigned booth area. Vehicles must be removed from the festival area once unloaded.

Festival Hours

Friday, June 21, 2019 3:00 pm until 11:00 pm
Saturday, June 22, 2019 10:00 am until 11:00 pm

If they choose, Vendors may close after 8:30pm when the headlining music acts begin. Upon closing, vendors may dismantle their booth, but must refrain from carrying large, bulky items through the crowd. **There are no vehicles permitted in the festival area during festival hours.**

Eligibility

All vendors are eligible to apply to the festival. Acceptance will be based on appropriateness, product uniqueness, and if the product will enhance the overall experience and quality of the festival. There will be a limit to the number of vendors with the same or similar product. There will be only one direct sales representative per company. **Booths are reserved on a first come, first served basis and no booth can be reserved without an application and payment being received.**

Fire Safety

After acceptance, all food vendors must have a fire extinguisher at booth site during festival hours. Vendors must adhere to Indiana Fire Code article 32-temporary membrane structures. Indiana fire code article 32 states all tents drops, tops of temporary membrane structures, canopies and awnings must be flame resistant. They must have a permanently affixed label showing trade name and type of flame retardant in an approved manner. Temporary membrane structures, tents and canopies shall not be located within 20 feet of property lines, building's, temporary membrane structures other tents and canopies, parked vehicles or internal combustion engines. For the purpose of determining required distances, support ropes and guy-wires shall be considered as part of the temporary membrane structure, tent or canopy. No Smoking is permitted in the booth and each booth must have at least one 8X10 No Smoking sign posted and must be visible.

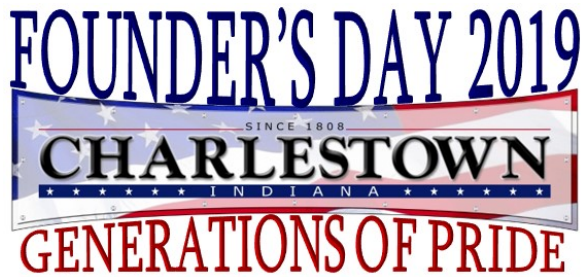
The goal of the CBC Festival is to be 100% compliant with the Health/Safety guidelines. Please help us by doing your part.

Application

Please read these terms and conditions carefully, and complete the attached application. By signing the application, you are agreeing to these terms and conditions. Applications must be postmarked by June 1, 2019. Applicant must complete and sign application for each booth.

Terms and conditions

- 1. Vendors are not allowed to “rove” with their merchandise at any time unless they have a permit to do so.**
- 2. No illegal substances such as drugs and/or drug paraphernalia.**
- 3. No animals/pets, this is for the safety of our participants and attendees.**
- 4. No guns or other mechanical weaponry.**
- 5. This is a “rain or shine” event with no rain date scheduled. No refunds will be made due to weather conditions.**
- 6. No alcoholic beverages, loud music, televisions or hawking are allowed within the booth vicinity.**
- 7. All booths must be family friendly.**
- 8. No Fireworks of any kind are permitted. (Ex, firecrackers, smoke bombs, sparklers and/or stink bombs.**
- 9. No Smoking is permitted in the booth and each booth must have at least one 8X10 No Smoking sign posted and must be visible.**
- 10. No vehicles are permitted in the festival area during festival hours.**



Booth # _____
Date Received _____
Date Paid _____
Amount _____
Check # _____

Applications and payment due June 1, 2019

Business Name _____

Contact Person _____ Phone _____

Email _____

Mailing Address _____

City _____ State _____ Zip _____

Vendor Type:

- | | |
|---|--|
| <input type="checkbox"/> Arts & Crafts Creations | <input type="checkbox"/> Amusements |
| <input type="checkbox"/> Business/Informational Exhibitor | <input type="checkbox"/> Pre-Packaged Food Sales |
| <input type="checkbox"/> Commercial Foods | |

Comments: _____

Organizational Status:

- Private for Profit Not for profit

Comments: _____

Arts & Crafts Creations Booth Space: (free for sponsors)

- 10' x 10' \$50 10' x 20' \$80

Business Exhibitor/Amusements Booth Space: (free for sponsors)

- 10' x 10' \$50 10' x 20' \$80 Push Cart \$50

For Profit Food Vendors:

- 10" x 10" \$130 10" x 20" \$210

Non-Profit Food Vendors:

- 10" x 10" \$55 10" x 20" \$110

If you need electricity, please specify voltage below.

- 110 V 220 V 110 V and 220 V

Please make checks payable to: Charlestown Beautification Committee

The Founder's Day Festival does not issue any refunds for any reason, including rainouts on either or both days.

Location: Were you a 2018 participant? Yes _____ (booth number _____) No _____

How would you describe the products you have for sale?

Check-in date and times, along with a receipt, will be emailed to you a week before the event.

By signing this application, I agree not to hold the Charlestown Beautification Committee, Founder's Day Festival or its volunteers or the City of Charlestown responsible for any damage or theft which might occur to any of my personal property, my booth and/or sales items during my participation in this festival. I accept responsibility for all individuals working in my booth space. I also understand that any fees for my participation in this event are non-refundable.

Anyone selling inappropriate items or items in bad taste will be asked to pull that product or leave the festival immediately. This festival is incorporated around family activities including children.

I, the undersigned, intending to be legally bound, hereby, for myself, my heirs, executors and administrators, waive and release any and all rights and claims for losses and damages I may have against the Charlestown Beautification Committee, Founder's Day Festival and/or the City of Charlestown, and all other parties and their representatives, successors, and assignees for any and all injuries and all claims of damages demands and actions whatsoever which may arise as a result of participation in this festival. I hereby grant full permission to any and all forgoing to use photographs, videotapes or motion pictures of this festival for any purpose related to the festival, future festivals, beneficiary or sponsor.

Signature _____ Date _____

This year's theme

**CHARLESTOWN:
Generations of Pride**

THE COMMITTEE HAS VOTED TO MAKE THE RED, WHITE AND BLUE COLORS THE ONGOING COLORS FOR FUTURE FOUNDER'S DAYS, THEREFORE YOUR RED, WHITE AND BLUE DECORATION WILL BE USABLE IN SUBSEQUENT FOUNDER'S DAY FESTIVALS FROM THIS POINT FORWARD. WE ENCOURAGE ALL VENDORS TO DISPLAY THEIR AMERICAN FLAGS PROMINENTLY AND PROUDLY.

We kindly request that arts & crafts vendors donate an item that represents their business to raffle during the Founder's Day Festival. All proceeds benefit the Charlestown Beautification Committee.

**All donations should be given to Arts & Crafts Chairman Andrea Sexton. **