Fishers Freedom Festival
P.O. Box 930
Fishers, IN 46038
(317) 595-3195 Office
(317) 595-3196 Fax
info@fishersfreedomfestival.org

Business Tent Vendors
Saturday, June 23, 2012

Once the Booth Fee has been received it is Non-Refundable or Transferable.

The Fishers Freedom Festival Committee will allow you to sell and/or promote your business upon the acceptance of your application. ***Please be aware that the booths in this tent are for informational purposes only. Sales of product may be allowed with prior approval. We do not guarantee success in sales.***

Tent Hours: 10:00 a.m. – 4:00 p.m. • Cost: $150.00 per booth • Electrical: $25.00 per booth space if available.

- **Each Booth Space is 10' x 10' • This tent is only available one day • Booth Rental is $150**
- Permitted activities in your Business Vendor Booth are: Setting up a display, handing out brochures, flyers, and trinkets ***(NO WHISTLES, KAZZOOS or HELIUM BALLONS)***. You may also have demonstrations of your product.
- Having caricatures, hiring or having personalities, radio stations and contracting out services to participate in your booth must be submitted in writing and approved by the Executive Director three weeks prior to the Festival. ***This is to avoid any potential conflict for our sponsors.***
- This specific area was designed to provide ADULTS with information on available services in the community and not to entertain children.
- There is *limited electricity* available and will be on a first come first serve basis for an additional fee of $25 per space. If you want two spaces and want electrical you must pay for two spaces and two electrical.
- ***Weather conditions are beyond the control of the Festival Committee and will not constitute a refund. If you should cancel your booth space you will not receive a refund • Booth spaces are non-transferable.***
- All booths will be supplied with two 6' or 8' tables and two chairs. Table coverings are not included.
- *Beverages or Food* ***CANNOT be SOLD or GIVEN AWAY*** from your booth space area.
- **All vendors are required to provide the Fishers Parade and Festival Inc. a Certificate of Insurance with the Fishers Parade and Festival Inc. and the Town of Fishers to be named as an additional insured for general liability. NO EXCEPTIONS. The certificate must be received in the Festival office by June 1st**
- **Festival Corporate Sponsors will receive priority on booth locations.**
- **Businesses who want to participate in the Business Tent will receive consideration in the following order if their application in received by February 15th.**
  1. ***Festival Corporate Sponsors*** 2. ***Fishers Businesses*** 3. ***Previous Vendors and New Vendors***
- *Previous vendors and new vendors will be considered after the February 15th deadline.*
- *Although duplication of vendor types will be allowed, some type of businesses will have a limit.*
- The Fishers Freedom Festival Committee has the right to refuse rental of booth space to any vendor

- Set up time will be on Saturday from 7:00 a.m. until 9:30 a.m. ***YOU MUST ARRIVE AT YOUR ASSIGNED TIME OR YOU WILL NOT BE PERMITTED TO SET UP AND PARTICIPATE.***

- **YOU MUST STAY UNTIL 4:00 p.m. YOU MAY NOT TEAR DOWN EARLY.**

- **You will be receiving your booth space number, a map of your location in the tent, your set-up time and a map of the park highlighting vendor parking TWO WEEKS PRIOR TO THE FESTIVAL.**

- ***No parking will be allowed in the parking lot.*** Additional free parking will be available at the Fishers Municipal Complex and Train Station. We will be providing a FREE shuttle service. Please encourage your workers to use the shuttle.

- Vendors must wear the vendor tag provided to them at all times and must remain within or next to their booth space area. You may not walk around the park facility promoting your product.

- If you are having any giveaways or drawings, etc. you will need to list what items you are giving away or what is in the drawing on your application. If you have any printed material for this drawing, enclose a copy of the ticket and the poster with information listing items and qualifications to win with your application.

- Raffles for money are not permitted. Asking for donations is not permitted.

- ***NO GAMES, SPINNING WHEELS OR MOONWALKS ARE PERMITTED IN THE BUSINESS TENT ON SATURDAY.***

- Any harassment of the Fishers Freedom Festival patrons or unauthorized rental or sale of merchandise will result in the immediate expulsion from the park.

- **We ask that all Business Vendors donate an item for our Silent Auction to benefit the Roy Holland "Backpacks for Kids Program" and Roy Holland Memorial Fund.** ***Items need to be dropped off or mailed to the Festival Office by June 1st*****. We would be happy to pick up the item.** Please list item and value on the registration form.

- If you participate on Sunday, you may leave your display board, business cards and flyers. Product ***cannot*** be promoted or sold on Sunday. This is a day for kids and only games will be permitted.

- Although security will be provided Friday and Saturday night, the Fishers Freedom Festival Committee is not responsible for stolen or damaged property. The Fishers Freedom Festival Committee is not liable for any injury to individuals participating in the Fishers Freedom Festival.

- ***You are responsible for cleaning up your area of debris before you leave for the day***. You must break down and stack all boxes. You will be provided a trash bag. Please tie up the bag and leave it in your area for the cleaning crew to pick up.

Your comments and suggestions are very important to us, so please complete the survey that will be provided to you on Saturday afternoon.

- **In the event of a weather emergency we will do our best to notify you immediately. Make sure you evacuate your booth and take cover in your vehicle or in the park building. DO NOT take shelter under a tent. Electricity may be disconnected by the electricians and vendors must wait for approval from the FFF staff and/or electrician to reconnect.**

******** PLEASE REVIEW HOW YOUR CERTIFICATE OF INSURANCE MUST READ.***

ACORD™ CERTIFICATE OF LIABILITY INSURANCE

OP ID TF
FISHE-6

DATE (MM/DD/YYYY)
10/05/05

PRODUCER

H. J. Spier Company, Inc.
5750 Castle Creek Pkwy., #150
Indianapolis IN 46250-4359
Phone: 317-849-8800 Fax: 317-576-5058

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURED

NAME OF PARTICIPANT
ADDRESS OF PARTICIPANT

INSURERS AFFORDING COVERAGE	NAIC #
INSURER A: Miscellaneous Company	
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	ADD'L INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	X	GENERAL LIABILITY X COMMERCIAL GENERAL LIABILITY CLAIMS MADE X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY PRO-JECT LOC	POLICY NUMBER	01/01/00	01/01/00	EACH OCCURRENCE	$ 1000000
						DAMAGE TO RENTED PREMISES (Ea occurence)	$ 100000
						MED EXP (Any one person)	$ 5000
						PERSONAL & ADV INJURY	$ 1000000
						GENERAL AGGREGATE	$ 2000000
						PRODUCTS - COMP/OP AGG	$ 2000000
		AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS HIRED AUTOS NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident)	$
						BODILY INJURY	$
		GARAGE LIABILITY ANY AUTO					
		EXCESS/UMBRELLA LIABILITY OCCUR CLAIMS MADE DEDUCTIBLE RETENTION $					$ $
A		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below	POLICY NUMBER	01/01/00	01/01/00	X WC STATU-TORY LIMITS OTH-ER	
						E.L. EACH ACCIDENT	$ 100,000
						E.L. DISEASE - EA EMPLOYEE	$ 100,000
						E.L. DISEASE - POLICY LIMIT	$ 500,000
		OTHER					

SAMPLE OF CERTIFICATE

WITH REQUIRED ENDORSEMENTS AND LIMITS.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

The Fishers Parade and Festival Inc. and the Town of Fishers are an additional insured for general liability under this policy.

CERTIFICATE HOLDER

The Fishers Parade and Festival Inc.
and the Town of Fishers
P.O. Box 930
Fishers, IN 46038

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

Donald R Brown

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Business Tent Vendors Application
Saturday, June 23, 2012

Application will be accepted until April 15th or until the Business Tent is full.

Applications not completely filled out and signed will be returned.

All vendors are required to supply the Fishers Freedom Festival with a certificate of insurance. Fishers Parade and Festival Inc and the Town of Fishers must be listed as an additional insured for general liability. See attached sample certificate for required limits of insurance. Certificates are due by June 1st.

Contact Person: _____

Business/Organization:_____

MailingAddress_____City_____State____Zip_____

Phone: _____ Fax:_____ Email:_____

Booth space size is 10'X 10'. Number of booth spaces requested _____

____ Electricity is not needed ____ I would like to have electricity for an additional charge of $25 per space.

What will the electricity be used for? _____

- **You must provide your own extension cords (must not be less than 12 gauges) if you need more than one outlet you must provide your own electrical multi strips (must be GFI protected).**

Two (2) tables and two (2) chairs are provided for each booth space. Additional tables are $10 each and additional chairs are $1 each. Please list the *TOTAL* number of tables and *TOTAL* number of chairs needed. *Please include in your total those provided with the booth space.*

I need _____ Vendor Badges for my staff. TOTAL Tables _____ TOTAL Chairs _____

Do you have a freestanding tabletop or floor display? **Yes** **No** Which one? _____

Please list type of business, product, or merchandise you are promoting. (Please go into detail).

_____

_____

_____

_____

If you are having any giveaways or drawings, etc. LIST what items you are giving away or what is in the drawing

_____

If you have any printed material for your drawing, please enclose a copy of the ticket and the poster with information listing items and qualifications to win.

Please list the item you are donating to our Silent Auction_____

Value of Silent Auction Item $ _____ _____ I will mail the item to you by June 1, 2011

_____ Please pick up the silent auction item at our office _____ (when?)

Any Comments or suggestions?_____

[ ] I am also participating on Sunday, June 24, 2012 as a Free Game Vendor.

A check for $ 150 per space (plus $25 for electricity per space if needed) must accompany application payable to: ***Fishers Freedom Festival***.

I have read the rules and regulations that were included with the Business Vendors application and I will agree to abide by these regulations. If I fail to do so, I know that I can be asked to leave the Festival and will not be refunded my booth fee. If weather conditions become severe, I accept full responsibility for myself, my employees and/or workers. 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 Fishers Freedom Festival and/or the Town of Fishers, and all other parties and their representatives, successors, sponsors, 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 myself or my booth for any purpose related to the festival, future festivals, beneficiary or sponsor.

_____

Printed Name

_____ _____

Signature Date

YOU MUST ARRIVE OR BE IN LINE AT YOUR SCHEDULED CHECK-IN TIME THAT WILL BE ASSIGNED TO YOU OR YOU WILL NOT BE ABLE TO PARTICIPATE. WE HAVE ALMOST ONE HUNDRED VENDORS TO ACCOMIDATE IN A TWO AND ONE HALF HOUR PERIOD.