



**Business Tent Vendors**  
*Saturday the Last Full Weekend in June*  
*June 24, 2017*

**Tent Hours: 9:00 a.m. – 3:00 p.m.**  
**Fee: \$225.00 per booth**  
**Electrical: \$25.00 per booth space if available.**

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

*Once the Booth Fee has been received it is Non-Refundable.*  
*Applications will be accepted until the tent is full*

- 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.
- **Each Booth Space is 10' x 10' ~ \$225 per booth ~ Electrical additional \$25 per booth space.** ~All booths will be supplied with two 8' tables and two chairs. Table coverings are not included.
- Permitted activities in your Business Vendor Booth are: Setting up a display, handing out brochures, flyers, and trinkets **(NO WHISTLES, KAZOOS or HELLIUM BALLOONS)**. 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 at least one month 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.
- *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.*
- **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 1<sup>st</sup>.
- 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 is received by February 15<sup>th</sup>.
  1. Festival Corporate Sponsors
  2. Fishers Businesses
  3. Previous Vendors
  4. New Vendors
- ***New vendors will be considered after the February 15<sup>th</sup> deadline.***
- *Although duplication of vendor types will be allowed, some types 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 Friday 3:00PM-7:00PM and on Saturday from 7:00AM until 8:30AM
- ***YOU MUST ARRIVE AT YOUR ASSIGNED TIME OR YOU WILL NOT BE PERMITTED TO SET UP AND PARTICIPATE.***
- **YOU MUST STAY UNTIL 3:00 PM. YOU MAY NOT TEAR DOWN EARLY.**
- You will receive 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, Train Station and the Alhuda Foundation. 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 1<sup>st</sup>. We would be happy to pick up the item.** Please list item and value on your application.
- If you participate on Sunday, you may leave your display board, business cards and flyers. Business or 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.**

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

<b>ACORD</b> CERTIFICATE OF LIABILITY INSURANCE		OP ID TF FISHE-6	DATE (MM/DD/YYYY) 10/05/05
PRODUCER <b>H. J. Spier Company, Inc.</b> 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		INSURERS AFFORDING COVERAGE	NAIC #
NAME OF PARTICIPANT ADDRESS OF PARTICIPANT		INSURER A: <b>Miscellaneous Company</b>	
		INSURER B:	
		INSURER C:	
		INSURER D:	
		INSURER E:	

**COVERAGES**

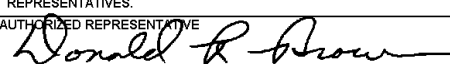
THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES 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	ADD'L	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	X	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	POLICY NUMBER	01/01/00	01/01/00	EACH OCCURRENCE \$ <b>1000000</b> DAMAGE TO RENTED PREMISES (Ea occurrence) \$ <b>100000</b> MED EXP (Any one person) \$ <b>5000</b> PERSONAL & ADV INJURY \$ <b>1000000</b> GENERAL AGGREGATE \$ <b>2000000</b> PRODUCTS - COMP/OP AGG \$ <b>2000000</b>
		AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY \$
		GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				
		EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> 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	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ <b>100,000</b> E.L. DISEASE - EA EMPLOYEE \$ <b>100,000</b> E.L. DISEASE - POLICY LIMIT \$ <b>500,000</b>
		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 City of Fishers are an additional insured for general liability under this policy.**

CERTIFICATE HOLDER <b>The Fishers Parade and Festival Inc.</b> <b>and the City of Fishers</b> 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 <b>30</b> 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 
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Fishers Freedom Festival

P.O. Box 930

Fishers, IN 46038

317-595-3195 office

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info@fishersfreedomfestival.org

## Business Tent Vendors Application for June 24, 2017

Please email a receipt

*Applications will be accepted 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 Freedom Festival 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 1<sup>st</sup>.

Contact Person: \_\_\_\_\_

Business/Organization: \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Facebook: \_\_\_\_\_ LinkedIn: \_\_\_\_\_

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

Is Electricity is needed?  I would like to have electricity for an additional charge of \$25 per booth space.

What will the electricity be used for?  Computer  Television  Fan  Other

➤ **You must provide your own extension cords (must not be less than 12 gauge and 100 ft.) 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.*

TOTAL Tables  TOTAL Chairs

I Need  Vendor Badges for my staff. I Need  Car Tags for my staff.

➤ **Set Up Times: Friday, 3:00PM to 7:00PM and Saturday, 7:00AM to 8:30AM**

How long does it take you to set up? \_\_\_\_\_

**I prefer to set up on Friday, Time: \_\_\_\_\_ or Saturday, Time: \_\_\_\_\_**

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

\_\_\_\_\_

If you are having any free 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. Raffles for money are NOT PERMITTED.

**Please list the item you are donating to our Silent Auction**

*All proceeds from this auction benefits our Roy Holland Backpacks for Kids Fund and our Educational Scholarships.*

Value of Silent Auction Item \$ \_\_\_\_\_ I will mail the item to you by June 1<sup>st</sup>

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

Do you have any comments or suggestions? \_\_\_\_\_

**I am also participating on Sunday, June 25, 2017 as a Free Game Vendor.**

**Please send your check payable to: Fishers Freedom Festival ~ P.O. Box 930 ~ Fishers, IN 46038**

**Security will be provided at the park Friday night. WE ARE NOT RESPONSIBLE FOR LOST OR STOLEN PROPERTY.**

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 City 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.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Picture

**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 ACCOMMODATE IN A SHORT PERIOD OF TIME. THANK YOU!**