



2024 Popcorn Festival Food Vendor Terms & Conditions

Saturday, September 7, 2024

Vendor Hours: 8:00 a.m. – 6:30 p.m.

General Application Information

- The vendor application must be completed in its entirety, or it will not be processed.
- Applications will be processed within 2-3 business days, and applicants will receive an approval or denial email. If approved, the credit card provided with the application will be charged.
- **The deadline to apply is Friday, August 16, 2024.** A \$30 late fee will be assessed for any approved applications submitted after this date. Applications submitted after the deadline are not guaranteed review/approval.
- Applications are approved based on creating a balance among all types of cuisine. Acceptance is not guaranteed based on previous participation.
- Vendors may display and sell only the type of food products listed on their application and depicted in the photos submitted.
- New food vendors who are unable to submit photos with the application must email them to info@valparaisoevents.com within 24 hours of submitting their application. Vendor name and business/organization name must be included in the email.
- Valparaiso Events and the Festival Committee reserve the right to assign all booth spaces, regardless of requests or previous year's booth location. All effort will be taken to accommodate requests on a first come, first served basis.

Festival Information:

- Vendor hours for 2024 are **8:00 a.m. to 6:30 p.m.** Saturday, September 7, 2024. **Setup time is between midnight and 7:30 a.m. the morning of the festival.**
- Exhibitor setup may be delayed due to parked vehicles in booth locations. **Vehicles cannot be towed until 5:00 a.m.** *There will be no booth refunds or discounts due to parked vehicles.*
- **Members of the Popcorn Festival Committee and the Valparaiso Events staff will be available starting at 5:00 am** the morning of the festival to answer any questions or concerns. They will be at the Information Tent located on the north side of the courthouse square.
- Vendors must be set up and ready by 7:30 a.m. All vehicles must be off the streets and parked in the appropriate vendor parking lots by 7:00 a.m. and no vehicles may cross or enter Lincolnway or any street with vendor booths after 7:00 a.m.
- Tear down cannot begin until the conclusion of the festival at 6:30 p.m. Local law enforcement will open the streets to traffic at the end of the festival. It takes time to reopen streets, so allow for delays in leaving the festival area.
- Ice is available for purchase (\$6/bag) at the ice truck located on Indiana Avenue behind Northwest Health Amphitheater.
- Raffles are not allowed; however, drawings may be held for giveaway promotions.

- The Festival Committee reserves the right to remove (without refund) any booth that is not comparable to the photos or description submitted.
- Vendors may not consume alcohol on festival grounds. Violations will result in immediate booth suspension and prohibited participation in future festivals.
- If vendors require Wi-Fi/internet connection for commerce, a personal hot spot is recommended.
- The Festival Committee reserves the right to deny entrance into the festival to any food vendor that is deemed inappropriate or not meeting the Popcorn Festival's standard of quality.
- No refunds will be given for inclement weather on Popcorn Festival Day.

Food Booth Information:

- Booths are a 10' x 10' space.
- Vendors are allowed up to three (3) booth spaces.
- Food booths must sell food items only. Alcoholic beverage sales are not permitted.
- Vendors must provide all materials for booth space, including tables, chairs, equipment, and tents. Tents are required.
- Food booths must be open and staffed during the entire duration of the festival. Anyone arriving late, leaving early, or breaking down during festival hours may not be permitted in future Valparaiso Events festivals.
- **Electricity is extremely limited. Requesting electricity on an application is a request only and is NOT guaranteed.** Valparaiso Events will follow up as to whether it can be provided. Vendor who have not heard from the office by Friday, August 16, 2024, must follow up at info@valparaisoevents.com or 219-464-8332.
- **Because it is very limited and not guaranteed, if electricity is required, it is best to plan to bring a quiet generator with decibel levels below 70 dB.** Use of a quiet generator must be noted on the vendor application. Generators cannot emit smoke or fumes. Decibel levels will be checked during the festival and vendors will be required to cease use if over 70 dB. This is for the safety and enjoyment of all vendors and festival attendees. No exceptions allowed.
- Vendors may not use outlets or space belonging to local businesses without prior consent from said business.
- No music or sound systems are allowed.
- Sidewalks must remain open to pedestrian traffic and free from storage, electrical cords, or other tripping hazards.
- Valparaiso Events and Popcorn Festival organizers are not responsible for injuries to, damage to or loss of items prior to, during or following the festival.

Health Permit:

- All food vendors must have a health permit on file with the Porter County Health Department. A list of participating food vendors will be submitted to the Porter County Health Department, and food vendors may be subject to inspections on the day of the festival. Food vendors can reach the Porter County Health Department Food Services Division at 219-465-3525, option 4.
- A copy of the food vendor's Porter County Health Department permit must be submitted to Valparaiso Events via email or mail by August 16, 2024, for participation in the festival.

Booth Fees:

- Once an application is approved, the card provided with the application will be charged.
- The booth fee schedule showing initial food vendor fees is on the last page of this document. Additional fees are listed below.
- **No refunds will be given.**

- If the Festival is cancelled due to local, state, or federal mandates, payment will be credited towards the 2025 Popcorn Festival.

Additional Food Booth Requirements & Fees:

- 10% Food Booth Reporting Fee:
 - All food vendors must give an accurate accounting of their gross receipts and must pay 10% of gross receipts to Valparaiso Events by 5 p.m. on Friday, September 13, 2024.
 - Payments received at Festival Day’s end will receive a \$50.00 credit.
 - Paperwork for this will be provided via email at least two weeks prior to the festival.
 - Failure to pay this fee will result in forfeiture of participation in future festivals.
- Non-Profit Donation:
 - All food vendors are required to partner with a Porter County non-profit organization and share a portion of Popcorn Festival proceeds with them. The amount chosen is between the food vendor and the non-profit and is decided independently of Valparaiso Events and the Festival Committee. Valparaiso Events requires a letter from the non-profit organization confirming your partnership for the 2024 Popcorn Festival. Letters must be submitted via email to info@valparaisoevents.com by August 1, 2024.

Certificate of Liability Insurance:

All vendors selling food (prepackaged or prepared onsite) or body products (i.e. anything edible, ingestible, or that is applied on the body) or vendors who use electricity, must obtain and furnish a \$1,000,000 Certificate of Insurance (COI) per occurrence. The COI **must name both Valparaiso Events and the City of Valparaiso** as Additional Insured for protection against damages in the event of an injury occurring at the festival or an injury caused by the products the vendor sells at the festival.

Vendors must submit their COI once the application has been approved. Vendors will not be allowed to participate if they are not able to obtain and submit a COI naming both Valparaiso Events and the City of Valparaiso as Additional Insured. Please consult your insurance agent for appropriate coverage.

Food vendors are required to carry the following coverage:

<u>General Liability</u>	<u>Limits</u>
Each Occurrence	\$1,000,000
Damages to Rented Premises	\$100,000
Medical Expense (each occurrence)	\$5,000
Personal Injury	\$1,000,000
General Aggregate	\$2,000,000
Products – Completed Operations	\$2,000,000

Additional Requirements:

- \$1,000,000 of general liability, including products liability
- Name Valparaiso Events & the City of Valparaiso as additional insured
- Description of Operations/Locations/Vehicles Box:

“Certificate Holder has been added as additional insured regarding the above mentioned policy. Additional Insured and Waiver of Subrogation in favor of “Valparaiso Events” & the “City of Valparaiso”

- Certificate Holder Address:
Valparaiso Events & the City of Valparaiso
150 W. Lincolnway, Suite 1006, Valparaiso, IN 46383

CRAFT/NON-CRAFT/ NON-PROFIT BOOTHS*		
Payment Deadline	Porter County Resident	Non-Porter County Resident
February 14–April 3, 2024	\$140	\$170
April 4–June 5, 2024	\$180	\$210
June 6–July 10, 2024	\$220	\$250
July 11–August 16, 2024, at 5:00 p.m. CST	\$260	\$290

FINE ART BOOTHS*	(work has been shown at an art gallery or in a juried art show; oil painting, pottery, glass blowing, metalworking, etc.)
Payment Deadline	
February 14–April 3, 2024	\$130
April 4–June 5, 2024	\$170
June 6–July 10, 2024	\$210
July 11–August 16, 2024, at 5:00 p.m. CST	\$250

***Prices are per single (10' x 10') booth space**

COMMERCIAL BOOTHS*	
Payment Deadline	
February 14–April 3, 2024	\$380
April 4–June 5, 2024	\$420
June 6–July 10, 2024	\$460
July 11–August 16, 2024, at 5:00 p.m. CST	\$500

FOOD BOOTHS**	*see Food Vendor Terms & Conditions for additional fees
Payment Deadline	
February 14–April 3, 2024	\$130
April 4–June 5, 2024	\$140
June 6–July 10, 2024	\$150
July 11–August 16, 2024, at 5:00 p.m. CST	\$160

Important Booth Fee Info:

- Once your application is approved, the card provided with your application will be charged.
- A \$30 late fee will be assessed for any applications reviewed and approved after the August 16th at 5:00 p.m. CST deadline. Review of late applications is not guaranteed.
- **No refunds will be given.**
- If the Festival is cancelled in advance due to local, state, or federal mandates, we will apply your payment to the 2025 Popcorn Festival.

For questions, contact the Valparaiso Events office at 219-464-8332 or info@valparaisoevents.com

PARADE FEES – spots limited; applications will close when full	
Commercial	\$150
Non-Profit	\$50
School Band	\$0

