



2024 Popcorn Festival 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 vendor categories and types of goods. Acceptance is not guaranteed based on previous participation.
- Vendors may display and sell only the type of products listed on your application and depicted in the photos submitted.
- Applicants unable to submit photos with the application must email them to info@valparaisoevents.com within 24 hours of submitting the application. The applicant's name and business/organization name must be included in the email.
- A Fine Art Vendor is classified as someone whose work has been showcased in an art gallery or at juried art fairs/festivals. Examples include painting, pottery, blown glass, fiber art, metalwork, etc. Previous classification as a Fine Art Vendor does not guarantee the same classification in 2024.
- 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.**
- Vendor 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.
- We do not provide shade or electricity. Ice is available for purchase at \$6 per bag.
- Raffles are not allowed; however, drawings may be held for giveaway promotions.
- The Festival Committee reserves the right to remove (without refund) any exhibit that is not comparable to the photos or description submitted.
- No food or beverage may be sold or handed out unless approved by the Festival Committee.
- Vendors selling or handing out food samples or pre-packaged food items must consult with the Porter County Health Department Food Services Division to ensure proper permitting. (219-465-3525, option 4)
- 'Popcorn Festival' souvenirs may not be sold without permission of Valparaiso Events.
- 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 artisan's work that is deemed inappropriate or not meeting the Popcorn Festival's standards of quality.
- No refunds will be given for inclement weather on Popcorn Festival Day.

Vendor Booth Information:

- Booths are a 10' x 10' space.
- Vendors are allowed up to (4) four booth spaces.
- Vendors must provide all materials for booth space, including tables, chairs, equipment, and tents.
Tents are required.
- Vendor 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 festivals.
- If electricity is needed, vendors must provide 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.

Booth Fees:

- Once the application is approved, the card provided with the application will be charged.
- Booth fee schedule is on page 4 of this document.
- ***No refunds will be given.***
- If the Festival is cancelled in advance due to local, state, or federal mandates, payments will be credited towards the 2025 Popcorn Festival.

Certificate of Liability Insurance:

Upon application approval, all vendors must obtain and furnish a \$500,000 Certificate of Insurance (COI) per occurrence ***naming 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 or distributes at the festival. Consult your insurance agent for appropriate coverage.

All vendors selling food (pre-packaged or prepared onsite) or body products (e.g., anything edible, ingestible, or topical), or vendors who use electricity, must obtain and furnish a \$1,000,000 Certificate of Insurance per occurrence. The Certificate of Insurance *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 or distributes at the festival.

Vendors must submit their Certificate of Insurance to Valparaiso Events at info@valparaisoevents.com once their application has been approved. Vendors will not receive their booth assignments until the COI has been received.

- 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

