



2017 Application

Name: _____ Business Name: _____

Address: _____ City, State, Zip: _____

Phone Number: _____ Email: _____

Tax ID # or Social Security # _____

I am applying for:

____ Seasonal One Day Permit **\$330** I will be participating *seasonally* on Tuesdays: _____

____ Seasonal Two Day Permit **\$360** Saturdays: _____

***Seasonal Permits must be paid in full before participation can begin. If not, price will defer to monthly fees.**

____ Monthly One Day Permit **\$110** I will be participating *monthly* on Tuesdays: _____

____ Monthly Two Day Permit **\$140** Saturdays: _____

Month(s): ____ June ____ July ____ August ____ September ____ October

***Monthly Permits must be paid in full before participation can begin.**

____ Daily Permit(s) **\$30** [Continue to "2017 Valparaiso Market Dates" page to select specific market dates.]

***Daily Permits must be paid in full before participation can begin.**

Each permit will reserve one 10x10 space.

I will need ____ *additional* 10x10 spaces.

Additional Spaces: ____ Seasonal: **\$75** (per additional 10x10) ____ Monthly: **\$30** (per additional 10x10)

Electric is available but limited and will be available to those as applications are returned in full.

____ Seasonal **\$125** ____ Monthly **\$50** ____ Daily **\$10**

Description of electricity needed (110V/220V, amperage, how many outlets needed, and for what purposes etc.)

____ **Total Due, No refunds**

Please list specific items that you will grow/make/produce and offer for sale:

I hereby certify that I have read the 2017 Valparaiso Market rules and guidelines and that I will abide by them. We agree to hold harmless Valparaiso Events and/or any and all committee members and Board of Directors connected with the Valparaiso Market from any/all liability due to damage and/or theft of my/our merchandise, goods, and wares kept upon premises designated by person(s) mentioned above, or any personal injury. This agreement refers to any/all damage, cold, and vandalism and the like. All claims, suits, actions, debts, and costs, charges and expenses, or damages of any nature arising from any activities under this contract, including loss predicted on active or passive negligence of the indemnities.

Signature _____

Date _____

Please return completed application with payment to:

Valparaiso Events

150 W. Lincolnway, Suite 1006

Valparaiso, IN 46383

market@valparaisoevents.com



2017 Rules and Guidelines

Dates:

- Will be open every Tuesday and Saturday, 8 a.m. - 2 p.m., Saturday, June 3 and will continue thru Saturday, October 21, 2017 with the exception of Saturday, September 9 for Popcorn Festival. Please be aware that other events in the park may cause the market to be cancelled, moved to a different location, or hinder the space. We will make every attempt to communicate the information with you and hope that by working together we can maintain continued success for all.

Vendor Selection:

- Valparaiso Events strives to keep the emphasis on a locally grown, handmade market, but non-craft & independent vendors *will* be considered this season. The Valparaiso Market is a juried market. Pictures and applications will be reviewed by the Valparaiso Events Staff & Market Manager before acceptance to the market. New vendors must send pictures of their products, & their booth set up (if possible) to market@valparaisoevents.com. Applying to the Valparaiso Market & sending in the permit fee does not guarantee acceptance. We will only accept a certain number of same or similar items in order to help vendors reach their highest success level. If you are not approved to become a vendor at the Valparaiso Market this season, we will mail your check back to you.

Attendance

- The success of the Market is dependent on the consistent attendance of all scheduled vendors. In order to plan and successfully promote the Market, vendors are expected to partner with the Valparaiso Events office in communicating any anticipated absences well in advance. Please expect that after **three (3) absences** (no shows) without **24 hour** advance communication to the office by either phone or email, **you will forfeit your space** for the remainder of the season and **refunds on any fees will not be issued**.
- The market will be open rain or shine, unless weather jeopardizes safety to vendor and customer. Your attendance is expected and required, even on rainy days. Vendors who fail to show due to weather, without a proper 24 hour cancellation of the market, will be marked as a "no show."

Set-Up:

- Set-up begins at 7:00 a.m. You are welcome to arrive before then, but the market manager will not be available to you until 7:00 a.m. Vendors must arrive no later than 7:45 a.m. to participate. Vendors are required to be set up and ready by 8:00 a.m. Vendors who fail to arrive by 7:45 a.m. will not be allowed to set-up that day.

Tear-Down:

- Vendors should begin tear-down at 2:00 p.m. and not before. On days where there is another event in Central Park Plaza or the Urschel Pavilion sales must stop at 2:00 p.m. and vendors must be loaded and off the property no later than 3:00 p.m.

Marketing Practices:

- Vendors are not permitted to use the following techniques while at the market: hawking, calling attention to products in a loud manner, approaching customers while in another vendor's line or booth, speaking negatively about other vendors to customers, and selling products in an aggressive way. If vendors wish to offer samples of their products or to try to get customers to their booth, vendors must solicit within their booth space. Vendors will NOT be permitted to go outside of their booth space to solicit customers, i.e. walking to other booths.

Payment:

- Vendor fees must be paid in advance of participation. Fees can be paid by cash, check made out to Valparaiso Events, or over the phone by credit card. Being a juried market, if you are not approved to become a vendor at the Valparaiso Market this season, we will mail your check back to you.

Certificate of Insurance:

- All vendors selling food, body products (i.e. anything edible, ingestible, or that is applied on the body), or that use electricity, must submit a Certificate of Insurance after being accepted. *See additional document pertaining to Certificate of Liability Insurance for more information.*

Health Permit:

- All food vendors are required to submit a copy of their health permit from the Porter County Health Department. The permit must remain current throughout the entirety of the vendors' participation with the market. The Porter County Health Department can be contacted at (219) 465-3525 or by visiting 155 Indiana Avenue, Valparaiso, IN 46383.
- The health department will make routine visits to the market and should a food vendor be in violation of their code, the vendor will be removed from the market until the vendor can meet the code.
- A health permit is needed if handing out samples as well.

Parking:

- Parking Permits will be provided upon arrival. The Vendor Parking Lots are located in the Lafayette Lots on the corner of Lafayette and Jefferson St. All vendors must park in this assigned Vendor Lot, or alongside it on Lafayette St. north of Jefferson St. if you have a trailer. This is a requirement- not a suggestion. Make sure to have your Valparaiso Market Parking Permit visible.
- There will be no parking allowed on Indiana St. or Napoleon St surrounding the Pavilion. These limited parking spaces are reserved for the Valparaiso Market customers.



2017 Rules and Guidelines

Please read and INITIAL next to each policy. Return this sheet along with your application.

-
- _____ All vendors must submit the signed application form, initialed Rules & Guidelines form, payment, & receive approval in advance of your participation.
- _____ Participation in the market will not start until payment is received.
- _____ Being a juried market, new vendors must send images of their products to market@valparaisoevents.com
- _____ Vendors may only sell the items that were approved with their application. If non-approved items are displayed for sale for any reason, vendors will be asked to remove these items. You must inform market manager of any new items you want to sell and may be asked to show item and/or provide pictures of the item(s).
- _____ Once approved, Food & Body Product vendors, or vendors that use electricity, must obtain a Certificate of liability insurance & health permit (if applicable) before their participation can begin.
- _____ Vendors must be set up and ready for business by 8 am. Arrival after 8am will result in forfeited space for the day and no refund of fees will be issued. Must be present for the full time of the market. No early tear downs permitted.
- _____ On days where there is another event in Central Park Plaza or the Urschel Pavilion, sales must stop at 2:00 p.m. and vendors must be loaded and off the property no later than 3:00 p.m.
- _____ Vendors may not display or distribute any information for anything other than the business that has been accepted into the event. Vendors may not distribute any information outside of their individual booth space.
- _____ Vendors are not permitted to use the following techniques while at the market: hawking, calling attention to products in a loud manner, approaching customers while in another vendor's line or booth, speaking negatively about other vendors to customers, and selling products in an aggressive way.
- _____ Vendor must supply their own tent, tables, & chairs. Tents are required to set up on Lafayette Street and must be securely tied down and all tie downs must be secured with sufficient weights. Tents are not required under the William E. Urschel Pavilion.
- _____ Vendors unable to attend the market must contact Valparaiso Events by phone or email at least 24 hours in advance of the market day. Three (3) absences (no shows) without 24 hour advance notice will forfeit your space for the remainder of the season and refunds on any fees will not be issued. The Valparaiso Market is open rain or shine, unless weather jeopardizes safety to vendor and customer, so this includes any weather related call off.
- _____ Vendors will CLEARLY mark any items that are not produced/grown by the vendor. Prices of all items must be clearly marked and in full view of the customer.
- _____ Vendor booths must be kept clean and neat at all times. The vendor booth and area must be left clean and neat at the end of the event. Cardboard boxes and any other trash must be carried out with the vendor.
- _____ Smoking is not permitted in Central Park Plaza, including the Urschel Pavilion. Should you choose to smoke, please do so at least eight feet from Central Park Plaza & the market area and out of view of market customers.
- _____ Electrical outlets may only be used if the appropriate fee is paid. Vendors must supply their own electrical cords and must tape or trap cords to prevent patrons from tripping.



2017 Valparaiso Market Dates

Please **CHECK** the dates that you are able to attend and return with your application.

June				July			
Saturday	X	Tuesday	X	Saturday	X	Tuesday	X
3		6		1		4	
10		13		8		11	
17		20		15		18	
24		27		22		25	
				29			
August				September			
Saturday	X	Tuesday	X	Saturday	X	Tuesday	X
5		1		2		5	
12		8		16		12	
19		15		23		19	
26		22		30		26	
		29					
October							
Saturday	X	Tuesday	X				
7		3					
14		10					
21		17					

Special Event Dates:

*Saturday, June 3- First Day of the market. Added entertainment may be provided.

*Saturday, June 24- "Last Saturday Celebration." Regular market hours. Added entertainment will be provided.

*Tuesday, July 4- Independence Day. Market will not be cancelled and will have regular market hours.

*Saturday, July 15- Valparaiso Wine Festival. The Market is moved to the Urschel Pavilion only.

*Saturday, July 29- "Last Saturday Celebration." Regular market hours. Added entertainment will be provided.

*Saturday, August 26- "Last Saturday Celebration" & Cutest Baby Contest Preliminaries. Regular market hours. Added entertainment will be provided.

*Saturday, September 9- Valparaiso Popcorn Festival. The Market is cancelled.

*Saturday, September 30- Valpo Brewfest. There will be a change of location & shortened hours (8am-12pm).

*Saturday, October 21- Fall Harvest Festival & last market day. Regular market hours. Added entertainment will be provided.



Certificate of Liability Insurance

All vendors selling food or body products (i.e. anything edible, ingestible, or that is applied on the body), or vendors that use electricity, must obtain a Certificate of Insurance of one million dollars (\$1,000,000) for each occurrence. *The Certificate of insurance needs to list both Valparaiso Events and the City of Valparaiso as Additional Insured* for protection against damages in the event of an injury occurring at the market or an injury caused by the products the vendor sells at the market.

Please submit a copy of your liability insurance once you have been accepted or include your certificate renewal date on application if certificate is still effective. You will not be allowed to participate if you are not able to obtain and submit a certificate of liability insurance.

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 an 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:
Valparaiso Events & the City of Valparaiso
150 W. Lincolnway
Suite 1006
Valparaiso, IN 46383