

## **2017 Popcorn Festival Terms & Conditions- Arts & Crafts, Non-Craft, & Fine Arts**

**Saturday, September 9, 2017**

### **General Application Information**

- You are required to complete the online application in its entirety. If you are a vendor, only the type of products listed on the application and depicted in the photos submitted will be allowed for display and sale.
- Applications must include all information requested, photos (if applicable); or they will not be processed.
- Previous year's booth space is not guaranteed if application and booth fees are not submitted by March 31, 2017.
- The Festival Committee reserves the right to assign all booth spaces. Past participation does not guarantee booth space for the following year.
- Your booth price is dependent upon the date you actually register and pay, not the date you apply.

### **Selection Process:**

- Acceptance will be made keeping in mind that the festival must remain balanced among all media categories. Acceptance is not guaranteed based on previous participation in the Popcorn Festival. *All decisions of the Festival Committee are final.*
- Incomplete applications will not be processed and may incur additional fees.

### **Festival Information:**

- Festival hours are 7:00 a.m. to 6:30 p.m. Saturday, September 9, 2017. **Setup time is between 12:00 midnight and 6:30 a.m. the morning of the festival.** Please note exhibitor setup may be delayed due to parked vehicles in booth locations. Vehicles cannot be towed until 5:30 a.m. *There will be no booth refunds or discounts due to parked vehicles.*
- You need to be set up and ready by 6:30 a.m. All vehicles must be off the streets and parked in the appropriate vendor parking lots by this time. Tear down cannot begin until the conclusion of the festival at 6:30 p.m. If you do not abide by these rules, you will not be accepted back.
- All sidewalks must remain open to pedestrian traffic. No storage is allowed on sidewalks.
- No electricity, water or shade is provided. No music or sound systems are allowed.
- Quiet generators are recommended if you need electricity. Decibel levels must be below 70dB.
- Vendors must provide all materials for booth space; including tables, chairs, equipment and tents. Tents are required.
- The Festival Committee reserves the right to remove (without refund) any exhibit that is not comparable to the photos or description submitted.
- The Festival Committee also 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.
- The sale of 'Popcorn Festival' souvenirs are prohibited without permission of the Valparaiso Events office and Board of Directors.

- Vendors may not consume alcohol on Festival grounds. Violations will result in immediate booth suspension and any future participation.
- Members of the Popcorn Festival Committee and the Valparaiso Events staff will be available by 5:00 am the morning of the festival to answer any questions or concerns you may have. They can be found at the **Information Tent** located on the north side of the courthouse square.

**Vendor Booth Information:**

- Booths are a 10' x 10' space. No tent or table will be provided. Booth Assignments will be made by the Popcorn Festival Committee once your application is approved and you receive acceptance and further registration information via email. Booth location may be requested, but is not guaranteed to be fulfilled.
- Your booth price is dependent upon the date you actually register and pay, not the date you apply.
- 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 be asked to leave and will not be permitted in future Valparaiso Events festivals.
- You may rent up to (3) three booth spaces. The Festival Committee has the right to deny an application if other applications have been previously approved for the sale of similar goods.

**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.

- Certificate of insurance must be submitted to the office of Valparaiso Events once your application has been accepted; prior to obtaining a booth assignment.

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 Address:

Valparaiso Events & the City of Valparaiso

150 W. Lincolnway

Suite 1006

Valparaiso, IN 46383

Fees:

- Credit Card is the preferred method of payment. Checks are accepted and must be received within 15 days of acceptance.
- ***No refunds will be given.***

2017 Booth Fees:

<b>ARTS &amp; CRAFT BOOTHS</b>		
Application Deadline	Porter County Resident	Non Porter County Resident
January 1 – March 31, 2017	\$120	\$150
April 1 – June 30, 2017	\$150	\$180
July 1 – 31, 2017	\$180	\$210
August 1 – 31, 2017	\$210	\$240

<b>NON-CRAFT BOOTHS</b>		
Application Deadline	Porter County Resident	Non Porter County Resident
January 1 – March 31, 2017	\$145	\$175
April 1 – June 30, 2017	\$180	\$210
July 1 – 31, 2017	\$215	\$245
August 1 – 31, 2017	\$250	\$280

<b>FINE ART BOOTHS</b>		
Application Deadline		
January 1 – March 31, 2017		\$115
April 1 – June 30, 2017		\$145

July 1 – 31, 2017	\$175
August 1 – 31, 2017	\$205

<b>COMMERCIAL BOOTHS</b>	
Application Deadline	
January 1 – March 31, 2017	\$345
April 1 – June 30, 2017	\$380
July 1 – 31, 2017	\$415
August 1 – 31, 2017	\$450