



# 2018 APPLICATION

## APPLICANT INFORMATION

Name:

Phone:

Email:

Tax ID/SSN:

Address:

City:

State:

ZIP Code:

## VENDOR TYPE

I am applying as:

Farmer/Artisan/Crafter

Food Vendor

Non-Craft Vendor

## PERMIT TYPE

I will be attending the Valparaiso Market as:

Seasonal Two Day Permit \$360

Season One Day Permit \$330 I will be participating seasonally on:  Tuesdays  Saturdays

Monthly Two Day Permit \$140 I will be participating:  June  July  August  September  October

Monthly One Day Permit \$110 I will be participating:  June  July  August  September  October  
on  Tuesdays or  Saturdays

## VENDOR SPACE INFORMATION

I will need one 10x10 space – included in fees above

Additional 10x10 space: \_\_\_\_\_ # needed

Seasonal \$75

Monthly \$30

Electric is available but limited:

Seasonal \$125

Monthly \$50

110 v  220 v

Amperage: \_\_\_\_\_

# of Outlets: \_\_\_\_\_

For what purpose:

## PRODUCT INFORMATION

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

## TOTAL DUE

Permit Fee: \$

Additional Fees \$

Total Due Upon Approval:

All permits must be paid in full before participation can begin.

## SIGNATURES

I hereby certify that I have read the 2018 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 of applicant:

Date:



# 2018 RULES AND GUIDELINES

DATES	INITIAL
<p>Will be open every Tuesday and Saturday, 8 a.m. - 2 p.m., from Saturday, June 2 until Saturday, October 20, 2018 with the exception of Saturday, September 8 for Popcorn Festival. Dates where we've modified Market hours or location are listed below.</p>	
VENDORS SELECTION	
<p>Valparaiso Events is a locally grown and handmade market, but non-craft &amp; independent vendors are also considered. The Valparaiso Market is a juried market; this means pictures and applications must be emailed to <a href="mailto:market@valparaisoevents.com">market@valparaisoevents.com</a> and be reviewed by the Valparaiso Events Staff &amp; Market Manager in order to prevent product saturation and to maintain a quality appearance at our Market. Sending in the permit fee does not guarantee acceptance. Vendors may only sell items listed on their application.</p>	
ATTENDANCE	
<p>The success of the Market is dependent on the consistent attendance of all scheduled vendors, and we ask that Vendors communicate any anticipated absences 24 hours in advance. Please expect that after <b>three (3) absences</b> (no shows) without <b>24 hour</b> advance communication to the office by either phone or email, <b>you will forfeit your space</b> for the remainder of the season and <b>refunds on any fees will not be issued.</b></p>	
<p>The market will be open rain or shine, unless weather jeopardizes safety to vendor and customer (this decision made by Valparaiso Events). 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."</p>	
SET-UP	
<p>Set-up begins and Market Manager is available at 7:00 a.m. although you are welcome to arrive before then. Vendors must arrive no later than 7:45 a.m., 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 as customers often arrive early.</p>	
<p>Vendors supply their own tables and chairs; tents are also required if out on Lafayette Street, though not required under the Pavilion. Tents must also be secured by weights or sandbags.</p>	
<p>Electricity is available for vendors who've paid for it. Vendor is responsible for extension cords, and taping down the cord to prevent tripping hazards.</p>	
TEAR-DOWN	
<p>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.</p>	
SMOKING	
<p>Smoking/vaping is not permitted in Central Park Plaza or Urschel Pavilion. If you must smoke please do so 8 feet away from this area and out of view of customers.</p>	
MARKETING PRACTICES	
<p>Vendors are not permitted to hawk, call attention to products in a loud manner; approach customers while in another vendor's line or booth; speak negatively about other vendors, or sell in an aggressive way. Vendors are not permitted to go outside of their booth space to solicit customers, i.e. walking to other booths. Any information or products must be contained within each vendors 10x10 booth space.</p>	
<p>Farmers selling produce that is not locally grown must CLEARLY mark those items.</p>	
<p>All prices must be clearly marked.</p>	
<p>Booths must be kept neat at all times. Trash and cardboard must leave with vendor at end of event. All containers near pavilion/park area are privately contracted and are for public/customer use.</p>	



# 2018 RULES AND GUIDELINES

## PAYMENT

## INITIAL

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. If you send payment with your application and do not get approved, payment will be returned.

## 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

Food vendors are required to have a copy of their health permit from the Porter County Health Department on file in our office even if you're just handing out samples. The permit must remain current throughout the entirety of the vendors' participation with the market. Porter County Health Department's phone is (219) 465-3525.

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.

## 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. This is a requirement- not a suggestion. Make sure to have your Valparaiso Market Parking Permit visible on your dashboard.

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.

Please **CHECK** the dates you are able to attend:

June				July			
Saturday	X	Tuesday	X	Saturday	X	Tuesday	X
2 – Opening Day		5		7		3	
9		12		14 –Wine Festival*		10	
16		19		21		17	
23		26		28 – Special Event*		24	
30						31	
August				September			
4		7		1		4	
11		14		8 – Popcorn Festival		11	
18		21		15		18	
25		28		22		25	
				29 – Brewfest*			
October							
6		2					
13		9					
20 – Fall Harvest Festival		16					

\*Saturday, July 14 and 28 - The Market is moved to Lafayette, north of Lincolnway. Normal hours.

\*Saturday, September 29- Valpo Brewfest. There will be a change of location & shortened hours (8am-12pm).

## **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