

## 2019 Popcorn Festival Food Vendor Terms & Conditions

Saturday, September 7, 2019

### General Application Information

- You are required to complete this on-line 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 or they will not be processed. New food vendors must submit photos of products and setup to [info@valparaisoevents.com](mailto:info@valparaisoevents.com).
- In the spirit of giving back to the community, all food vendors are required to partner with a Porter County non-profit organization and donate a portion of your proceeds to them. The amount you donate is determined independently of Valparaiso Events & the Popcorn Festival and is decided by you and the non-profit. If you need help searching for a non-profit to contact, check out [www.volunteermatch.org](http://www.volunteermatch.org).
- We require a letter from the non-profit organization confirming your partnership for the Popcorn Festival. Submit letter via email to [info@valparaisoevents.com](mailto:info@valparaisoevents.com) by August 1, 2019.
- Previous year's booth space is not guaranteed if application and booth fees are not submitted by March 15, 2019.
- 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 types of cuisine. 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 7, 2019. **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.
- There is a water station located on the south side of the courthouse on Indiana Avenue.
- No music or sound systems are allowed.
- There is limited access to electricity. Requesting electricity on your application is a request only, and is not guaranteed.

- 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. No shade is provided. 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.
- 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.

### **Food Booth Information:**

- Booth registration fees are \$100 per 10 x 10 space.
- You allowed up to three (3) booth spaces.
- The Board of Directors reserves the right to examine receipts and income records. Your completion of this application indicates your willingness to comply with these requirements.
- Food booths must sell food items only.
- No more than three (3) primary food items should be sold on menu. Additional side items and drinks are allowed. If you want to change a menu item after your application has been submitted, you must email us at [info@valparaisoevents.com](mailto:info@valparaisoevents.com) or call the Valparaiso Events office at 219-464-8332.

### **Food Booth Additional Fees:**

- Food Booth Reporting Fee:
  - All groups must give an accurate accounting of their gross receipts and will be required to pay 10% of your gross receipts less one \$50.00 credit to Valparaiso Events at festival day's end. (Only (1) \$50.00 credit per organization will be given.)
  - All organizations must turn in the proper paperwork and any funds due in order to participate in the following year's festival.
  - Reporting fee paperwork will be mailed out with your Festival packet in late August.
- Non-Profit Donation:
  - All food vendors are required to partner with a Porter County non-profit organization and share a portion of your Popcorn Fest day proceeds with them. The amount you choose is up to you and is decided independently of Valparaiso Events and the Popcorn Festival. We require a letter from the non-profit organization confirming your partnership for the Popcorn Festival. Submit letter via email to [info@valparaisoevents.com](mailto:info@valparaisoevents.com) by August 1, 2019.

**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 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**

- 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

**Health Permit:**

- All food vendors must have a health permit on file with the Health Department. We submit a list of all participating Food Vendors to the Porter County Health Department. You may be subject to inspection on the day of the festival. Please send a copy of your Porter County Health Department permit to Valparaiso Events via email or mail by August 16, 2019.

Porter County Health Department

Food Service Division

155 Indiana Avenue

Valparaiso, IN 46383

219-465-3525

Valparaiso Events

150 W. Lincolnway, Ste. 1006

Valparaiso, IN 46383

219-464-8332

[info@valparaisoevents.com](mailto:info@valparaisoevents.com)