



2020 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 \$410 (Tuesdays AND Saturdays, every week for the season)

___ Season One Day Permit \$380 (Tuesdays OR Saturdays, every week for the season)

I will be participating on: TUESDAYS: ___ OR SATURDAYS: ___

___ Monthly Two Day Permit \$190 (Tuesdays AND Saturdays per month)

I will be participating in: JUNE: ___ JULY: ___ AUGUST: ___ SEPTEMBER: ___ OCTOBER: ___

___ Monthly One Day Permit \$160 (Tuesdays OR Saturdays per month)

I will be participating on: TUESDAYS: ___ OR SATURDAYS: ___

I will be participating in: JUNE: ___ JULY: ___ AUGUST: ___ SEPTEMBER: ___ OCTOBER: ___

___ BOTH Days of the Valparaiso Art Festival, June 27 and 28, 10am-5pm Both days are required to participate. Vendor types are limited. There is no additional cost to Seasonal or Monthly June Vendors.

VENDOR SPACE INFORMATION

___ I will need one 10x10 space (included in fees above)

___ I will need additional 10x10: Seasonal \$100 per add'l space: ___ or Monthly \$55 per add'l space: ___

Electric is available but limited:

Seasonal \$125: ___

Monthly \$55: ___

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 2020 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:



2020 RULES AND GUIDELINES

DATES	INITIAL
<p>Will be open every Tuesday and Saturday, 8 a.m. - 2 p.m., from Tuesday, June 2 until Saturday, October 17, 2020 except for Saturday, September 12 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 & independent vendors are also considered. The Valparaiso Market is a juried market; this means pictures and applications must be emailed to market@valparaisoevents.com and be reviewed by the Valparaiso Events Staff & 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.</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 securing 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>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 always be kept neat. 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>	
PAYMENT	
<p>Vendor fees must be paid in advance of participation. Fees can be paid by cash, check made out to Valparaiso Events, or by credit card. If you send payment with your application and do not get approved, payment will be returned. Space will not be reserved until payment is received.</p>	



2020 RULES AND GUIDELINES

CERTIFICATE OF INSURANCE	INITIAL
All vendors must submit a Certificate of Insurance after being accepted. <i>See additional document pertaining to Certificate of Liability Insurance for more information.</i>	
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			
Tuesday	X	Saturday	X	Tuesday	X	Saturday	X
2		6		7		4	
9		13		14		11	
16		20		21		18*	
23		27/28*		28		25	
30							
August				September			
4		1		1		5	
11		8		8		12	
18		15		15		19	
25		22		22		26*	
		29		29			
October							
6		3					
13		10*					
		17					

*Saturday, June 27 and Sunday, June 28 – The Market is in the same location but will operate in conjunction with the Valparaiso Art Festival 10am-5pm.

*Saturday, July 18 - The Market is moved to Lafayette, north of Lincolnway. Normal hours.

*Saturday, September 29- The Market is moved to Lafayette, north of Lincolnway, shortened hours (8am-12pm).

*Saturday, October 10- The Market is moved to Lafayette, north of Lincolnway. Normal hours.

Certificate of Liability Insurance

All vendors 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