

2020 Popcorn Festival Vendor Terms & Conditions

Saturday, September 12, 2020

General Application Information

- You are required to complete the online application in its entirety. 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.
- The Festival Committee reserves the right to assign all booth spaces. Past participation does not guarantee booth space for the following year.
- Previous year's booth space is not guaranteed if application and booth fees are not submitted by February 29, 2020.
- 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:

- **NEW** Festival hours for 2020 are 9:00 a.m. to 6:30 p.m. Saturday, September 12, 2020. **Setup time is between 2 a.m. and 8:30 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 **6:00 a.m.** *There will be no booth refunds or discounts due to parked vehicles.*
- All vehicles must be off the streets and parked in the appropriate vendor parking lots by 8:15 a.m. You need to be set up and ready by 8:30 a.m. Tear down cannot begin until the conclusion of the festival at 6:30 p.m. Local law enforcement will open the streets to traffic at the end of the festival. Note, this will not be exactly at 6:30 p.m. as it takes time so allow for delay in leaving the festival area. All vendors need to be patient to allow for the opening of the streets in a safe manner. 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 water, shade, or electricity is provided.
- Quiet generators are recommended if you need electricity. Decibel levels must be below 70dB. Generators cannot emit smoke or fumes.
- No music or sound systems are allowed.
- Vendors must provide all materials for booth space; including tables, chairs, equipment and tents. Tents are required.
- Raffles are not allowed however drawings may be held for giveaway promotions.
- The Festival Committee reserves the right to remove (without refund) any exhibit that is not comparable to the photos or description submitted.
- No food or beverages may be sold or handed out unless approved by Festival Committee.
- 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.

- 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 7:00 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 (4) four 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.

New in 2020 ALL VENDORS NEED TO SUBMIT A CERTIFICATE OF INSURANCE TO PARTICIPATE:

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

- 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

Food Booth Information:

- 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 or call the Valparaiso Events office at 219-464-8332.
- There will be a water station available.

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 14, 2020.

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

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 information will be available online in 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 by August 1, 2020.

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.**

2020 Booth Fees:

ARTS & CRAFT BOOTHS		
Application Deadline	Porter County Resident	Non Porter County Resident
January 1 – February 29, 2020	\$120	\$150
March 1 – April 30, 2020	\$150	\$180
May 1 – June 30, 2020	\$180	\$210
July 1 – 31, 2020	\$210	\$240
August 1 – 31, 2020	\$240	\$270

NON-CRAFT BOOTHS		
Application Deadline	Porter County Resident	Non Porter County Resident
January 1 – February 29, 2020	\$145	\$175
March 1 – April 30, 2020	\$180	\$210
May 1 – June 30, 2020	\$215	\$245
July 1 – 31, 2020	\$250	\$280
August 1 – 31, 2020	\$285	\$315

FINE ART BOOTHS	
Application Deadline	
January 1 – February 29, 2020	\$115
March 1 – April 30, 2020	\$145
May 1 – June 30, 2020	\$175
July 1 – 31, 2020	\$205
August 1 – 31, 2019	\$235

COMMERCIAL BOOTHS	
Application Deadline	
January 1 – February 29, 2020	\$345
March 1 – April 30, 2020	\$380
May 1 – June 30, 2020	\$415
July 1 – 31, 2020	\$450
August 1 – 31, 2020	\$485

FOOD VENDORS	
Application Deadline	
January 1 – February 29, 2020	\$100
March 1 – April 30, 2020	\$110
May 1 – June 30, 2020	\$120
July 1 – 31, 2020	\$130
August 1 – 31, 2020	\$140