

# **POPCORN FESTIVAL OF CLAY COUNTY**

## **FRIDAY OCTOBER 1, 2010 -SUNDAY OCTOBER 3, 2010**

### **Vendor Contract Instructions & Requirements**

**PROFIT AND NON-PROFIT CRAFTS, NON-CRAFT, AND PROMOTIONAL:** Minimum space is 10 ft. x 10 ft. (100 square feet). Charge is \$0.50 per square foot. Examples include:  
10 x 10 = (100 sq. ft.) = \$50      10 x 20 = (200 sq. ft.) = \$100      12 x 28 = (336 sq. ft.) = \$168

Please complete page 4 for your contract. Forward contract and payment to the Popcorn Festival address.

**PROFESSIONAL FOOD VENDOR:** Minimum space is 10 ft. x 10 ft. (100 square feet). Charge is \$1.50 per square foot. You will need to complete page Examples include:  
10 x 10 = (100 sq. ft.) = \$150      10 x 20 = (200 sq. ft.) = \$300      12 x 15 = (180 sq. ft.) = \$270

Please complete page 4 for your contract. Forward contract and payment to the Popcorn Festival address.

**ELECTRICITY: See Individual Contract**

#### **SET UP TIME ALL VENDORS:**

01. Set up begins Friday, October 1 at 9:00am (FOOD TRAILERS only will be allowed to set up on Thurs. Sept. 30, from 10:00am until 2:00pm) . **RESERVATIONS REQUIRED.**
02. All VENDORS must report to main entrance of Forest Park. Main entrance will be posted. No vendor will be allowed to set up without parking pass.
03. For maps & directions, please go to our web site at [www.popcornfest.net](http://www.popcornfest.net) and click on *Contact Us* tab.

#### **FESTIVAL HOURS:**

Friday (01 October):      4 PM – 9 PM  
Saturday (02 October):      9 AM – 9 PM  
Sunday (03 October):      11 AM – 5 PM

Applicants hereby agree to remain open, in business, and in their booth during Festival hours. The Popcorn Festival will not be responsible for loss or damage to your property during or after show hours.

#### **SPACE ASSIGNMENT:**

01. NO REFUNDS under any circumstances.
02. All dealers must unload as quickly as possible. Booth operators may not sublet any booth space.

#### **REFUSE & SANITATION:**

01. All booths are to be kept neat at ALL times.
02. Refuse/waste/trash must be discarded in an assigned area by YOU.
03. Spaces MUST BE cleaned during the Festival and after tear down.
04. Contact the Information Booth for locations of gray water and sanitation disposal.

#### **MERCHANDISE DISPLAY:**

01. All crafts shall be of a family nature and non-offensive and non-commercial.

02. The chairperson of the vendor committee shall have complete discretion as to what is saleable and anything deemed not so shall be removed immediately.
03. Only Popcorn Festival committee may sell merchandise related to Popcorn Festival, ConAgra products, Orville Redenbacher's Brand merchandise, etc.
04. Booth operators cannot sell or distribute material (flyers, cards, trinkets, food, etc.) from the back of their booth, RV, personal vehicles, or outside of their assigned booth area.

**BOOTHS AND DISPLAYS:**

01. Tents must be fire retardant to comply with the fire code.
02. All booths must be of professional quality and appearance; plain covering over the table within 2" from the floor on three sides. No display or display racks higher than 6' tall.  
All materials must remain within your assigned space.
03. No alcoholic beverages allowed in the park.
04. Only adults shall man the booths. There are no children allowed in the booth area without an adult.
05. All materials for booth set up including tables, covers, and electric cords to be provided by the vendors.
06. Electricity is provided only for those who SIGNED and PAID for it.
07. All boxes and unused items are to be hidden from site.
08. Booths must display the name of the sponsoring organization and the booth number in plain sight that you will receive at check-in on Friday October 1st at the entrance to Forest Park.
09. Inspection of booths will take place on Friday, October 1<sup>st</sup>, 2010 between 12:00 noon and 3:00 PM. Impromptu inspections can take place at anytime during the Festival.
10. Each booth must have a 5 lb. ABC dry chemical fire extinguisher that has been serviced within the past year with a tag showing the date and by whom it was serviced. These are required and will be checked.
11. Booths using deep fat fryers or open flames are considered to be a special hazard and MUST have a 40 BC rated fire extinguisher on hand. These will be checked.
12. Any booth using electricity MUST have an isobar strip (fused outlet strip) or a 20 amp fused disconnect that has the ground and neutral isolated.
13. You must have a 12/3 stranded heavy-duty outdoor grounded extension cord that has been tested and approved by the factory in which it was manufactured to run from the disconnect pole to the booth.
14. YOU MUST LABEL the end of the cord that plugs into the electrical panel with your booth number or vendor name.
15. Electrical heaters are NOT allowed.
16. Any straw or hay used for display must be outside of your booth AS LONG AS IT IS WITHIN YOUR ASSIGNED PAID SPACE.
17. Professional Food Vendors selling any type of food item must comply with the state and obtain a permit from the Clay County Health Department before your booth opens. **(You can contact the Clay County Health Department at (812) 448-9021 or pull copy from website and forward completed form with your contract.)**
18. State of Indiana requires any food item that is made elsewhere and sold in your booth must contain a label with your name and address on each of your food items.

**HOLD HARMLESS AGREEMENT:**

Our Festival Committee shall accept NO RISK, whatsoever or be held legally or otherwise responsible for any and all claims arising from the applicant's participation in the CLAY COUNTY POPCORN FESTIVAL CRAFT/FOOD VENDOR SHOW. The applicant hereby releases any and all representatives of the Clay County Popcorn Festival from any legal responsibilities whatsoever. Each applicant assumes total and sole legal responsibilities for any and all claims brought forth by any patron, employees, families, etc., including personal injuries of any kind sustained by the public personally or otherwise.

**RIGHT OF SUSPENSION:**

The Crafts/Vendor Chairman and Committee reserves the right to suspend or cancel without reason, any contract at anytime. Any vendor, whose contract has been cancelled, agrees to remove all his/her property from the area immediately. No dealer can let another dealer in without consent of Chairperson from the Vendor Committee.

**DISPUTES/COMPLAINTS:**

01. All complaints shall be brought to the attention of the chairman or designated representative, to be resolved to the best of their ability. Dealers agree to be bound by the decision of the chairman with no other recourse. Any dealer

- not complying with the rules will be asked to leave without a refund.
02. Not-for-profit-food vendors and professional food vendors must sell the food items and drinks they have listed & have been approved.  
All professional food vendors must send a certificate of insurance made out to the Popcorn Festival of Clay County.
  04. Not-for-profit organizations do not have to send a certificate of insurance.

***DISMANTLING:***

01. All booths must be dismantled on Sunday Oct. 3<sup>rd</sup>, (no earlier than 5 PM.)

***STAYING OPEN LATER:***

Several vendors have stayed open past the required time in the evenings due to crowds and/or entertainment. This is permissible and electricity for your booth is suggested.

***APPLICATION***  
***CRAFTS—NON-CRAFTS—PROMOTIONALS—NONPROFIT FOOD***

