

CLINTON, INDIANA

# Little Italy Festival Town

*"On the Banks of the Wabash"*

P.O. BOX 6

CLINTON, IN 47842-0006



Dear Vendor,

Once again we are making plans for our 54th Little Italy Festival. The festival will be expanded and changed – along with new concessions and entertainment, we will add new attractions to our festival to make it bigger and better. Due to this effort, your cooperation in filling out the Information Form for The Bollettino (our Italian newspaper) is necessary. I urge you to fill out in as much detail as possible so that we may write an article featuring your concession in The Bollettino. This is free advertisement for you!

We must emphasize that this is an ETHNIC FESTIVAL, concessions must be decorated in an ethnic theme relative to the Italian theme. Green, white and red decorations are perfect for this.

Please carefully read the Rules and Regulations that are enclosed along with an application and the above mentioned Information Form for The Bollettino. If you have any questions please feel free to call me at 812-241-3139 so we can clear them up.

Due to the expansion and possible relocation of some concessions it is MANDATORY that your application along with the certification of insurance and your \$50.00 money order be returned to me on or before August 1<sup>st</sup>, 2019, unless submitted at the closing of the 2018 Festival. Applications received after August 1<sup>st</sup>, 2019 will only be accepted at the discretion of the Concession Chairman and the Little Italy Festival Board of Directors.

We are looking forward to a very successful festival and hope to see you there this Labor Day Weekend.

Ciao,

*Brittany MacLaren*

Brittany MacLaren  
Concession Manager

**Please Return Application to:**

LIFT, Inc.

Attn: Brittany MacLaren

PO Box 6

Clinton, IN 47842

# **Little Italy Festival**

## **August 30 – September 2, 2019**

### **CONCESSIONS CHECK LIST**

**Be sure the following material is submitted for consideration for 2019:**

- Concessions Contract**
- Check/Money Order for vendor fees payable to “LIFT”**
- Certificate of Insurance**
- Photos of Concession Trailer or Area**
- Menu for the 2019 Little Italy Festival**

**Submit material to:**

**LIFT**

**Attn: Brittany MacLaren**

**PO Box 6**

**Clinton, IN 47842**

**Be sure to request a certificate of insurance naming “Little Italy Festival Town, Inc” as an additional insurance by August 15, 2019.**

**Questions contact Brittany MacLaren at email: [brittany\\_garver@yahoo.com](mailto:brittany_garver@yahoo.com) or 812-241-3139**

**CONCESSION RENTAL FORM**

NAME OF CONCESSIONAIRE: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE & ZIP: \_\_\_\_\_

TELEPHONE # : \_\_\_\_\_ CELL #: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

LIABILITY INSURANCE CARRIER: \_\_\_\_\_

AMOUNT OF SPACE NEEDED: \_\_\_\_\_ MEASUREMENTS OF TRAILER OR TENT: \_\_\_\_\_

FRONT SERVE \_\_\_\_\_ SIDE SERVE \_\_\_\_\_ FRONT SERVE AND SIDE SERVE \_\_\_\_\_

EXPECTED DATE AND TIME OF ARRIVAL FOR SET-UP \_\_\_\_\_

ELECTRIC NEEDED: NONE \_\_\_\_\_ 110V \_\_\_\_\_ 220V \_\_\_\_\_

AMPS OF ELECTRICITY NEEDED: \_\_\_\_\_ HARD WIRE OR SPECIAL HOOK UP: \_\_\_\_\_

This Rental Agreement is not assignable, and Concessionaire may not sub-let the space. Failure to comply with the terms and conditions in the *Concessions Policies* may subject this Rental Agreement to immediate termination upon delivery of written notice to the Concessionaire at the Space. No refunds will be made for early termination by the LIFT Board of this Rental Agreement.

Vendor agrees to indemnify and hold the Festival harmless from and against any damages, claims and liability arising from Vendor's use or occupancy of the Premises. Proof of Liability Insurance is required with your reservation. The Certificate of Insurance must include the 2019 Festival dates and must name Little Italy Festival Town, Inc as an additional insured.

The Festival agrees to indemnify and hold the Vendor harmless from any and all lost, expense, damages, claims and liability arising from Premises in any way relating to any condition, matter or thing existing at, on or under the Premises prior to Vendors possession, including but not limited to; any such loss or liability relating to any environmental defect as defined in I.C.13-7-22.5 existing at, on or under the Premises, any such loss or liability relating to subsidence or the condition of the improvement on the Festival Grounds.

**Agreed to and Receipt of 2019 Little Italy Festival Concessions Rules and Regulations acknowledged:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name & Title, printed: \_\_\_\_\_

**Accepted by Little Italy Festival Board:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Items and/or foods to be sold and prices. Please list Italian items first. Use separate sheet of paper if necessary.**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

**Please feel free to attach a photo of your booth for Vendor Chairman.**

**Mail Applications to:**

**LIFT  
Attn: Brittany MaClaren  
P.O. Box 6  
Clinton, IN 47842**

## 2019 LIFT CONCESSION POLICIES

The following rules and regulations are part of the Little Italy Festival Town, Inc., concession application. The festival is held Labor Day Weekend (Friday-Monday). Strict adherence to these rules will be required. Violation of these rules will result in forfeiture of seniority rights and violators will not be allowed to participate in the festival.

1. The Festival management reserves the right to place and locate the vendor at the Festival's discretion. Vendor locations cannot be moved unless approved.
2. Vendor's \$50.00 setup fee must be submitted by July 1<sup>st</sup> if not paid at close of last year's festival. This fee is for your entry into the festival and participation in the blanket insurance covering the festival operations. Money orders should be made payable to LIFT, Inc. Checks will not be accepted. If you have already submitted this at the close of the 2018 festival, this does not apply to you.
3. Vendors Liability insurance: Each concession must carry comprehensive general liability including products liability insurance in the amount of \$300,000 during the festival and submit a certificate of insurance coverage with their application. LIFT does NOT supply vendor insurance.
4. Flat rate fees must be submitted by August 10, 2019. Make money orders payable to LIFT, Inc.
5. Hours of operation are Friday 5 p.m. to 11 p.m.; Saturday and Sunday 11:00 a.m. to 9:00 p.m.; Monday 11:00 a.m. to 9:00 p.m. Vehicles may enter the grounds each morning to make deliveries but **MUST BE CLEAR OF THE GROUNDS BY 10:30 a.m.** Vendor must be open during ALL Festival Hours. In the event the Vendor fails to comply or fails to occupy the space herein leased, all monies paid hereunder, will be retained by the Festival as liquidation damages and will forfeit rights in future festivals.
6. CONSTRUCTION/SET UP TIME: Construction and setup of booths may not begin until after 5:00 P.M. on Wednesday prior to opening on Friday for all local non-profit organizations. All other vendors must be here and ready to be inspected AUG. 30<sup>th</sup> AT 1P.M. or they will forfeit their vendor space. All work must be completed by 2:00 P.M. Friday with tools and vehicles clear of the area.
7. Festival reserves the right to close any exhibit leased herein, without liability, should the Vendor, his exhibit, or employees, be deemed by the Festival management guilty of any act that is against the best interest of the Little Italy Festival. Dishonesty, troublesome behavior, excessive noise, litter and potential threats to the health and safety are grounds for expulsion.
8. Festival shall furnish electricity in the area for each space. Electric power will be furnished no later than Friday morning. Vendors must provide safe, properly grounded outdoor electrical cords to be connected to Festival power supplies. Each concession must have a breaker or fuse box.
9. Each concession stand will have yellow light bulbs and/or covers. **NO FLASHING LIGHTS OF ANY KIND WILL BE PERMITTED.**
10. A complete list of items sold and **prices for each item** must accompany applications. You cannot add items after application is accepted.

11. All exhibitors must meet State Fire Marshall Codes. Hand washing facilities must be provided in concessions selling food. Each booth **MUST** have one 10# 40BC fire extinguisher. These should have valid inspection tags. Each booth must also have a first aid kit. All tanks must be secured with chains.
12. All Vendors will be responsible for cleanup of their booths. Trash must be swept, bagged and placed in front of their area for pick up by the cleanup crew at closing of each day. Cooking oils and greases are not to be put in trash containers. There will be a special container placed at the back of the tennis courts.
13. On Monday, booths may start initial closing operation at 9:00 p.m. No vehicles will be allowed on the grounds until 10:00 p.m. due to safety of vendors and visitors. All trash must be cleaned up and placed in provided containers on the grounds. Concessions not complying with the Monday night clean-up of their area will be assessed an additional \$100.00 clean up fee.
14. Beginning at 1:00 p.m. on Friday prior to opening, all concessions will be inspected. All rules and regulations must be complied with prior to operation. Vendors must be in concession until inspection is completed. After the concession has been approved and you have been given a LIFT approved concession sign, you may open for business.
15. Any "seniority" (express or implied) in regard to booth location and/or protected item will be forfeited upon sale of your booth. Any new owner of a booth will be treated as a new vendor including, but not limited to, fees and location.
16. There will be a \$10.00 a day electric hook-up fee for all RVs. These fees are payable at the time of application submission. A paid camping sign will be provided at the vendor meeting that is held on Wednesday, August 28, 2019, at 7:00 p.m. These are to be displayed in the RV window. **No RV will be hooked up without payment in advance.**
17. Vendor agrees to comply with conditions of this contract and all rules and regulations set out by the Festival Management. Failure to comply will result in cancellation of this lease and Vendor shall forfeit all rights hereunder, and shall, upon demand, immediately close the exhibit and surrender space leased and shall not be entitled to a refund of any monies paid.
18. Vendor agrees to assume, defend at all times, indemnify, protect, save and hold harmless the Little Italy Festival Town, Inc and its officers, directors, and agents, against any and all claims or demands arising or resulting from the use by the Vendor or the space provided by the Festival, including without limitation the claims of any employee, or agent of the Vendor, the claims of anyone attending the exhibit and the claims of any other persons for damages for bodily injury, sickness, mental anguish, or death, and claims for damages to the property of the Vendor which is sustained during the use by the Vendor of the space provided by the Little Italy Festival Town, Inc.

**A VENDOR MEETING WILL BE HELD AT THE MAIN STAGE THURSDAY, AUGUST 29<sup>TH</sup> AT 7:00 PM. THIS IS A MANDATORY MEETING.**

Please include Bollettino information sheet when returning application as this provides additional FREE advertisement for your product during our festival.

**BOLLETTINO Information Form**  
*(Please Update Your Information and Return with Application Form)*  
**LIFT - P.O. Box 6, Clinton, IN 47842**

***Print or write clearly:***

1. Concession: \_\_\_\_\_

2. Name of Sponsoring Group (or Individual) \_\_\_\_\_  
\_\_\_\_\_

3. Chairperson(s) \_\_\_\_\_

• Address: \_\_\_\_\_

• Phone: \_\_\_\_\_

4. List all Food and Drink items to be sold:  
\_\_\_\_\_  
\_\_\_\_\_

5. List Souvenir and/or Novelty items to be sold:  
\_\_\_\_\_  
\_\_\_\_\_

6. If an organization, for what will the proceeds be used?  
\_\_\_\_\_  
\_\_\_\_\_

7. Current officers of organization:  
\_\_\_\_\_  
\_\_\_\_\_

8. Please list how many pounds, quarts, etc of food or items used previously by your concession:  
\_\_\_\_\_  
\_\_\_\_\_

9. Other comments that might enhance a story about your concession:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**LOCATION (OFFICE USE ONLY):** \_\_\_\_\_