

# *Tipton County Pork Festival*

Our 50<sup>th</sup> Festival ... SEPT. 6, 7, 8, 2018

Dear Commercial Vendor (Not for Food Vendors!) –

Thank you for your interest in participating in the Tipton County Pork Festival. The Festival enjoyed incredible weather and wonderful crowds last year over the three day period. We are very excited to have you participate in this year's Tipton County Pork Festival.

An application and contract are attached for your participation. Please fully read and complete both documents and return them and your payment to us as soon as possible -- open spaces are filled on a 'first-come, first-serve' basis.

- Past Vendors will have first option to occupy the space they had the previous year, **if returned by July 1<sup>st</sup>**. **There will be a \$25 Late Fee for past vendors returning their contract after July 1<sup>st</sup>**. Open spaces will be filled on a first come, first serve basis. **You will be notified only if your application is NOT accepted; we do not send out confirmations**. Full payment is required in order to reserve a space!
- We will be collecting a \$50 Deposit to ensure that all vendors remain open until the close of the festival on Saturday evening and do not tear-down early. It will also require all vendors to keep their booth area and the 10-15' surrounding it, free of trash both during the festival and upon leaving. Deposit checks will be returned on closing night if both requirements are met.
- Space at the Festival is very limited, so please be sure you **list your exact "set-up" size** requirements (hitches, awnings) before requesting space. If your size request is not correct, you will not fit into your area, and may risk being asked to leave.
- **Parking** – Unfortunately, due to our location we cannot offer vendor parking. There is free parking on the surrounding city streets, and parking lots that non-profit organizations run, as well as out at the high school.
- **EXTENSION CORD USE** – You Must use a UL Listed Outdoor Extension Cord (most are orange and have 3-pronges). You cannot connect extension cords together in order to reach the power box. If you have to reach a box that is 50' away, you can only use a 50'+ cord, **NOT** two 25' ones hooked together. This is fire code! Please come prepared with a long enough cord. Some booths are right next to the power boxes, while others could be 75 -100 feet away.
- Camping sites are available at the 4-H Fairgrounds just south of town on State Road 19. The cost is \$20/night. Please contact the fairground staff to pay & obtain a pass. Their phone is 765-675-1177.

**FESTIVAL HOURS: Thurs. - Noon to 10 p.m. Fri. - 11 a.m. to 10 p.m. Sat. - 10 a.m. to 10 p.m.**

Vendors must remain open during festival hours. Those who do not, will not be invited back!

**SET-UP TIMES: Wednesday - Noon to 7 p.m. and Thursday - 8 to 10:30 a.m.**

**Please Note: Main Street Tent will not be ready for Vendor Set up until after 3:00 pm Wednesday.**

Festival streets will close at 10:30 a.m. on Thursday and NO vehicles will be allowed in after this time. Vendors must be ready for business by Noon and Fire Marshall inspection by 1:00 p.m. If you are not checked in by Noon on Thursday – you will forfeit your space without refund. Late arrivals may experience delays in getting electric hook ups and will also have to carry their exhibit items and equipment into the grounds for set up.

**\*\*Outside Spaces will be marked in chalk on the curb with arrows and your name. There is a small buffer space between each vendor. Be sure that your awnings, hitch, trailer tongue, etc. all fit within your marked space and not in the buffer space. Please ask if you are unsure.**

**Pork Festival Commercial Vendor**  
c/o Mary Hopkins  
308 Plus Park Blvd. O16  
Nashville, TN. 37127

Please email or text me if you  
have any questions [hopkinsmary@gmail.com](mailto:hopkinsmary@gmail.com)  
Mary Hopkins (317) 440-8725 or  
Jim Heard (317)385-8678  
This is the quickest way to get a hold of us.

# Tipton County Pork Festival

Exhibitor/Vendor Application

Our 50<sup>th</sup> Festival... Sept.6 -7 - 8, 2018

Please type or staple a business card to this application if possible (it is hard to read some people's handwriting)! The address you put down is where we will send next year's contract.

Name of Business \_\_\_\_\_ Name of Owner \_\_\_\_\_  
Name of Operator/s \_\_\_\_\_  
Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Cell \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

It is important for me to be able to communicate with you by email, so please include one.  
We also need your phone numbers in case there is a problem or emergency during the festival with your booth.

Description of Item/s to be sold: \_\_\_\_\_

Please List Your Indiana State Sales Tax/Revenue ID Number \_\_\_\_\_

## LOCATION REQUEST:

### (A) **Commercial Tent (NOT AVAILABLE UNTIL 3:00 PM ON WEDNESDAY)**

\_\_\_\_ I would like an **INSIDE** 10' x 10' booth.

These booths are located within our 1 large commercial tent. This is the only tent so space is limited. First come first serve.

Number of Booth/s Requested \_\_\_\_\_ (10' x 10' each)

**Tipton County Vendor** \$200 \_\_\_\_\_

**Out of County Vendor** \$250 \_\_\_\_\_

(B) \_\_\_\_ I would like an **OUTSIDE** Location. These spaces are located along the festival streets. Outside vendors will supply their own tents.

Please check what you have: Trailer \_\_\_\_\_ or Tent \_\_\_\_\_

Overall Operating Size: Total Width \_\_\_\_\_ Total Length \_\_\_\_\_ (exact size is critical)

**Tipton County Vendor \$175** \_\_\_\_\_ this includes 10'x10' - additional footage is \$1.00/square foot

**Out of County Vendor \$200** \_\_\_\_\_ this includes 10'x10' - additional footage is \$1.00/square foot

(C) **Behind the Courthouse and Spots in Front of the Library** Outside vendors will supply their own tents and lights **NEW FOR 2018. THIS AREA IS CALLED THE STREET MARKET !!**

Please check what you have: Trailer \_\_\_\_\_ or Tent \_\_\_\_\_

Overall Operating Size: Total Width \_\_\_\_\_ Total Length \_\_\_\_\_ (exact size is critical)

**Vendor \$80.00** \_\_\_\_\_

I realize it can be confusing trying to figure extra footage (that's why I use the computer), so I have included an example below to help you. Please remember to include your hitch and awnings in figuring your size.

**To figure rent:** Length x Width = Area - 100 sq ft base = Extra Space x Pro Rated fee of \$1.00 = Your Extra Square Footage Fee Then Add -- Base Rent + Extra Square Footage Fee = Total Rent **Example:** Out of County Vendor - Size 10 x 20 (Base is \$175 and Prorated is \$1.00) 10 x 20 = 200 - 100 = 100 x 1.00 = \$100 extra space fee \$175 + \$100 = \$275 Total Rent

\_\_\_ We are a **NON-PROFIT** Organization. (Proof required)

\_\_\_ **Inside - \$150** - 10' x 10' booth (Commercial Tent – includes tent and lights)

Number of Booths \_\_\_\_\_

Size Requested \_\_\_\_ X \_\_\_\_

Electric Needed: None \_\_\_\_\_ 110V \_\_\_\_\_ 220V \_\_\_\_\_ Amperage Needed if 60 Amps or More: \_\_\_\_\_

- Electric Surcharge of \$30 for usage of 60 amps or more.
- Those using Electric must provide their own properly grounded outside electrical cords and cables. (3 prong/ground for 110 V. Hookup will be preformed and approved by our onsite electrician.

- **A Copy of your Certificate of Insurance MUST be received before festival. Remember to list “The Tipton County Pork Festival, City of Tipton, and Tipton County” as Additional Insured.**
- New Exhibitor/Vendors must submit photographs of their booth, trailer, and merchandise for sale.
- Exhibitor/Vendors must keep all areas clean and orderly, both during and after the festival.

Please complete and sign the following:

Proof of Tipton County residence or Non-Profit status may be required.

**IMPORTANT! Vendors must include Full Payment by July 1st with this application. No space will be reserved without full payment.**

Rent due: \$ \_\_\_\_\_

**Past Commercial Vendors who do not return their forms by July 1<sup>st</sup> must include a \$25 Late Fee!**

**Please include a check for your \$50 Deposit** – this is to ensure that all vendors remain open until the close of the festival on Saturday evening and do not tear-down early. It will also require all vendors to keep their booth area and the 10-15’ surrounding it, free of trash both during the festival and upon leaving. Deposit checks will not be cashed and will be returned on closing night if both requirements are met.

**I have read in full the Festival Contract & Application & will fully comply with all of the stated requirements of the City & County of Tipton and the Tipton Co. Pork Festival, Inc.**

**Signature of Applicant:** \_\_\_\_\_

Additional Comments or Information: \_\_\_\_\_

**Please make all checks payable to: Tipton County Pork Festival.**

**Contract, Application and Payments may be sent to:**

**Pork Festival Commercial Vendor  
c/o Mary Hopkins  
308 Plus Park Blvd., O16  
Nashville, TN. 37217  
Mary’s Cell: (317) 440-8725  
[hopkinsmary60@gmail.com](mailto:hopkinsmary60@gmail.com)**

***Please Make a Copy of the Contract and Application for your Records!  
Don’t Forget Your Certificate of Insurance and Business Card.***

# Tipton County Pork Festival

Our 50<sup>th</sup> Festival... Sept. 6,7,8, 2018

## VENDOR / EXHIBITOR CONTRACT

THIS CONTRACT: made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2018 between the TIPTON COUNTY PORK FESTIVAL, Inc. (hereafter referred to as "Festival"), and \_\_\_\_\_, (hereafter referred to as "Vendor"). WITNESSETH: The Tipton County Pork Festival, Inc., during the period of the 2018 festival, September 6,7, & 8th, leases: Inside Space(s), 1, 2, etc. \_\_\_\_\_ OR Outside Space; (Size \_\_\_\_\_ x \_\_\_\_\_), to the above Vendor for the sum of \$ \_\_\_\_\_, for the purpose and privilege of exhibition or selling of items listed on application.

- This contract will receive final verification from a Festival Coordinator before contract is valid.
  - The Vendors total sum due will be based and calculated using the Exhibitor/Vendor Rate Schedule and must be verified by a Festival Coordinator prior to set-up.
  - The Vendor hereto agrees that all rent must be paid with application or prior to set up for late applicants.
  - No space will be reserved without receipt of the appropriate payment due, as set forth on the Exhibitor/Vendor Application.
  - Vendors are not allowed to sell or display merchandise or items that offend community standards or depict illegal drug use.
1. Vendor must check in with a Festival Coordinator at the Headquarters/Information Tent prior to setting up.
  2. The Festival management reserves the right to place and locate the vendor at the Festival's discretion. Vendor locations cannot be moved or relocated unless approved by the Festival Coordinators.
  3. Vendor area will be examined after set up to insure compliance with regulations regarding: proper placement, size, space limits, Fire Codes, Electrical Codes, and Health and Sanitation requirements.
  4. Vendor set up hours are Wednesday, Noon - 7 p.m., and Thursday, 8 a.m. - 10:30 a.m. **The Main Street Tent will not be ready for Vendor Set up until after 3:00 p.m. Wednesday.** Vendors shall have their exhibits and equipment installed to commence business no later than 12 Noon on Thursday of the Festival. Vendor must be open during all of the Festival Hours which are Thursday, Noon to 10 p.m., Friday 11 a.m. to 10 p.m., and Saturday 10 a.m. to 10 p.m. 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. Festival streets will be closed at 10:30 a.m. on Thursday to all vehicles.
  5. Festival shall rent space in increments of: 10 ft. by 10 ft. more or less for Inside Tents and for Outside locations. Vendor locations outside will be measured and fees based on total area used. This area will include, but is not limited to trailer hitches, awnings, serving areas, etc. Additional space may be purchased on a pro rated basis.
  6. 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 Tipton County Pork Festival. Dishonesty, troublesome behavior, excessive noise, litter, and potential threats to health and safety are grounds for expulsion.
  7. Festival shall provide watchmen and security personnel to safeguard property of vendors and to maintain order; however, Festival shall not be an insurer of said property, nor responsible therefore. Festival shall not be liable for any damage to Vendor's exhibit, equipment or merchandise by reason of fire, theft, weather, loss, or other damages.
  8. Festival shall furnish electricity in the area for each space. Vendors must provide safe, properly grounded outdoor electrical cords to be connected to Festival power supplies, or they will not be hooked up to electricity, (3 prong/ground for 110 V, and 4 wire line for direct 220 V. hookup). Amperage needs of 60 Amps or more will be provided if possible for an additional surcharge of \$30.
  9. Vendors with properly grounded electrical cords will be connected with electricity upon arrival, so long as it is during established set-up times. Continued electrical service will be subject to Fire, Health, and Festival inspections and approvals. All power will be disconnected at 11:30 p.m., Saturday.
  10. Vendors may not begin cooking or heating food products until inspected and approved by the Fire and Health Departments.
  11. All food Vendors must obtain a Temporary Health Permit from the Tipton County Health Department prior to the Festival. This permit will include Vendors Leased Area as well as any Supply Trucks used for food preparation/storage.
  12. Vendors cannot dump any type of cooking oil on Festival Grounds or in city sewers. Festival reserves the right to bill damages.

13. All Vendors must provide at least one 2-A:10 B:C fire extinguisher. Vendors with kitchens/cooking areas must also provide one 40-B:C rated dry chemical fire extinguisher or system equivalent. Vendor shall not store excessive refuse or flammable materials in the space provided by Festival.
14. Vendors must have their own food grade water hoses, Y connectors and waste collection system. Food Vendors will need to Y their water hoses off each other. Vendors must collect their Gray Water and they cannot discharge any material into the streets or drains.
  - The STATE FIRE MARSHAL will enforce all Indiana Codes, Rules and Regulations governing Festival/Carnival Events and all Vendors must comply.
15. All Vendors with Temporary Membrane Structures, Tents and/or Canopies (including sidewalls, drops and tops) **must** be fully composed of Flame Resistant Material or shall be treated with a Flame Retardant in an approved manner.
16. Tables and Chairs will not be provided with Vendor space.
17. There is no designated Vendor Parking Area within or outside of the Festival grounds.
18. The Festival will not permit any exhibit to be dismantled before the close of the Festival at 10 p.m. Saturday, or they will not be asked back. Vendor agrees to comply with the Festival hours when signatures are affixed to this contract.
19. Vendors must keep all areas, including storage truck locations, clean and orderly. Excessive liter will not be tolerated. Vendors must place all trash in proper receptacles. Vendors cannot stack or leave trash within space or on Festival grounds during the Festival or after departure.
20. All Vendor areas will be inspected after Vendor departure. The Festival reserves the right to bill Vendor for any repairs, clean up or damages created by, or left by Vendor.
21. Vendor will provide liability insurance coverage during the event and will submit a Certificate of Insurance with application. 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.**
22. Vendor agrees to assume, defend at all times, indemnify, protect, save and hold harmless the Tipton County Pork Festival, Inc. and its officers, directors, and agents, against any and all claims or demands arising or resulting from the use by the Vendor of 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 Tipton County Pork Festival, Inc.

TIPTON COUNTY PORK FESTIVAL, INC.  
 By: \_\_\_\_\_  
 Date: \_\_\_\_\_

VENDOR:  
 Business Name: \_\_\_\_\_  
 Owner: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Signature: \_\_\_\_\_

**I have read in full the Festival contract & application & will fully comply with all the stated requirements of the City& County of Tipton and the Tipton Co. Pork Festival**

**Contract, Applications and Payments may be sent to:**

**Pork Festival Commercial Vendor**  
 c/o Mary Hopkins  
 308 Plus Park Blvd., O16  
 Nashville, TN. 37217  
 Mary's Email: [hopkinsmary60@gmail.com](mailto:hopkinsmary60@gmail.com)  
 317-440-8725

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 Don't Forget Your Certificate of Insurance, Deposit & Business Card.***