

**OCTOBER 7 & 8, 2023
APPLE FESTIVAL OF KENDALLVILLE**

CRAFT BOOTH APPLICATION

Please return this completed application and fees by **May 1, 2023**

Name: _____

Mailing Address: _____ City: _____ State: ____ Zip: _____

Phone: _____ Email: _____

Craft Booth Fees: **\$150.00/per booth** Electric: **\$10.00** Yes _____ No _____ = \$ _____

Preferred method of correspondence: EMAIL PHONE MAIL

Application Requirements
Application deadline is May 1, 2023

- *New vendors must provide either photos or a link to your website with examples of your work along with your application. Photos will be returned if you enclose a self-addressed, stamped envelope.*
- *Craft items must be handmade and of high quality. Apple related crafts are strongly encouraged. After all applications are reviewed you should receive a response by June 14th.*
- *Fee **must** accompany the application.*

All of the policies are to protect the quality of the festival. Please read them carefully. Your signature is required to confirm your acceptance of the policies and must be returned with application, and it is understood that failure to comply with said policies may result in termination of your opportunity to participate in future festivals.

List all merchandise to be sold. Only quality items handmade by you will be accepted. Items not listed below will not be allowed at the Festival, except by notification of the chairperson.

I acknowledge that I have received, read and agree to abide by the 2023 AFK Contract policies listed on the back of this contract. I agree that I am liable for loss, damage or injury to my property or myself during the course of the Festival. I further understand that acceptance of this contract by the Festival Committee does not obligate the Apple Festival of Kendallville to offer an opportunity to participate in any future festival events.

Signature _____

Date: _____

See back for more information

Please mail a signed application/contract along with your booth fees to:

**AFK Craft Committee
Kendallville Parks Dept
211 Iddings St
Kendallville, IN 46755**

The guidelines below and rules must be adhered to in order to be asked to return as a participant in the festival the following year. Please read the guidelines carefully, a signature is required to acknowledge acceptance of the rules. We want everyone to have a successful and safe festival and look forward to another wonderful year.

RULES FOR PARTICIPANTS

Booths

- *Booth size: 10'x10' booth space in an open-air pavilion.*
- *All booths must be open between 9:00 a.m. & 6:00 p.m. on Saturday, and 9:00 a.m. & 5:00 p.m. on Sunday. Booth tear down may not begin before 5:00 p.m. Sunday. Vehicles will not be permitted back on festival grounds until the festival committee feels it is clear enough of visitors and safe to enter.*
- *Booth set up may begin Friday or after 6:30 a.m. on Saturday and must be completed with vehicles out of the Festival area by 8:30 a.m. Any set up prior to these above times must be previously approved by the area chair-person. Security will be on the grounds from 6:00pm Friday until 6:00pm Sunday.*
- *If you are considering major changes to your booth, the AFK Committee must be notified prior to those changes and approval must be given before changes are made.*
- *The booth display and quality requirements are consistent throughout the Festival. We are striving to maintain an "old fashioned" decor. The time period for the AFK is 1830-1865. Trailers will not be permitted unless previously approved by the Festival committee. All modern supplies (post-1865) must be screened from public view and tables must be skirted to the ground with appropriate materials. No paper or plastic allowed! The Apple Festival reserves the right to require vendors to remove any items not appropriate to the Festival. No poly tarps can be visible! Poly may be used if masked appropriately with burlap or other pre-1865 materials. Tents should be khaki, tan, brown, gray or white.*
- *Booth evaluations will be done. We are striving to maintain the quality standards and guidelines that have been set. We encourage displays to be tastefully decorated and tie in with the pioneer and apple themes. All applications are screened and accepted according to adherence of the rules and the need for a specific item.*
- *Booth assignments/locations are subject to change.*

General

- *The AFK time period is 1830-1865. **Pioneer style clothing is required of all booth workers at all times** including appropriate footwear. You may contact the Kendallville Public Library for assistance with appropriate clothing or material choices.*
- *Our insurance carrier requires that all food vendors and various other activities must provide us a Certificate of Insurance with a \$1,000,000 liability limit. The Certificate of Insurance must be received by October 1st, 2023. The Certificate must show the **Apple Festival of Kendallville** listed as an additional insured. Vendor agrees to hold harmless and indemnify the AFK from any claim made or liability made because of merchandise or products sold at the AFK.*
- *All state and federal taxes are the responsibility of the vendors. All vendors must display tax status certificate.*
- *There will be a designated parking area for all festival vendors. Refer to the AFK map. All vendors arriving after 8:00a.m will be charged a parking fee unless a pass is presented.*
- *There is absolutely NO ALCOHOLIC beverages allowed on the festival grounds.*
- *NO ANIMALS ALLOWED ON THE GROUNDS unless licensed as a service animal.*

If you have any questions, please reach out to Becky Stahl, Kristie Beall or Stacey Kline (the Craft Committee) at applefestivalcraft@gmail.com.

We look forward to seeing you in October!