

Monroe County Fall Festival September 19, 20, 21, 2019

Commercial Space Registration Form

Marci Jane Lewis Park, Basketball Court, Park Street, Ellettsville, IN

BUSINESS NAME _____ PRODUCT _____
STREET _____ CITY _____ STATE __ ZIP ____
CONTACT PERSON _____ PHONE # _____
EMAIL ADDRESS (to send information) _____
WEBSITE AND/OR FACEBOOK PAGE _____

SPACE OPTIONS (*NOTE: Past businesses have priority to keep the same space used before until August 17, 2018*)

- ___ Inside tent along wall 10x10 space is **\$150**
___ Inside tent middle row 10x10 space is **\$150**
___ Inside tent middle row 10x5 space (1/2 space -faces one side for those only using 1 table) is **\$75**
___ Outside in front of tent 10x10 space is **\$75** (bring 10x10 pop up with bracing to anchor down)

Space includes: electricity, security Wednesday night set up until Saturday close, parking & Wi-Fi.
DOES NOT include tables, chairs, fans, extension cord, etc. Outside DOES NOT include tent or lighting.
1 space per business unless pre-approved. If separate business use separate form with separate person to man it.

Make space check payable to: **Monroe County Fall Festival (MCFF)**

Mail to: _____

MCFF Commercial Space

Monroe County Fall Festival

P.O. Box 585

Ellettsville, IN 47429

Cell: 812-606-4953

Contact: PREFERRED Method of contact: Serena Pettyjohn email:spettyjohn@ellettsville.in.us

Set Up (Do NOT arrive prior to start time without approval & do NOT park in marked spaces in front of tent.):

Wednesday 6:00 pm - 9:00 pm (Security overnight)

Thursday 10:00 am - 12:00 noon (Vehicles must be removed from grounds when road closes)

Hours of Operation (Must staff space during tent times. Outside spaces may also staff during festival hours):

Thursday 5:00 pm – 9:00 pm (Security overnight)

Friday 5:00 pm – 9:00 pm (Security overnight)

Saturday 1:00 pm – 9:00 pm (Parade is at 12 noon)

Tear Down (Load in grass. No asphalt access due to safety reasons as festival is still open.):

Saturday 9:00 pm (anything left overnight is at your own risk)

The signature below confirms you have read and agree to the terms and conditions (also see next page) set forth by the Monroe County Fall Festival Association for the above festival and serves as a legally binding contract. It is recommended you provide proof of insurance to protect the festival. The Festival Association has the right to refuse any registration form.

Signature _____ Date _____

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Commercial Space Terms of Contract and Waiver of Liability

*For your records

Terms of Contract/Waiver of Liability:

1. READ through the terms/waiver of liability completely.
2. PRIORITY is given to returning businesses and those within Monroe County for space assignment, then first come first served.
3. COMPLETE form with signature.
4. PAYMENT must accompany form. Check or Money Order. Return check fee is \$25.00 regardless of reason.
5. SAVE a copy of form for reference.
6. SET UP must be completed before Thursday 5pm. No vehicles inside the festival after the road closes until Sunday morning.
7. PARTICIPATION is required all 3 days and during tent hours.
8. PERMITTED: drawings & swag except anything (such as candy) that produces trash unless you provide a trash can and pick up.
9. PROHIBITED: raffles, strobe lights, loud noises, space sharing or subletting, heaters, or anything that will throw a breaker.
10. NO REFUNDS! This includes no shows, not following set up guidelines & not staffing during hours of operation. Rain or Shine.

*Acceptance of Application is at the discretion of The Monroe County Fall Festival Association.

*The Monroe County Fall Festival Association will provide police protection Wednesday night after set up through Saturday at closing; however, the Association will not be responsible for anything damaged due to theft, vandalism, or weather. (Please be prepared for rain.) *Medical personnel will be on site during festival hours.

*Each business will make the decision about whether or not to set up and tear down each day.

*Each business is responsible for space set-up (tables, etc.)

*Each business is responsible for keeping space and adjacent walkway picked up as well as providing a receptacle if you are handing out anything that will produce trash such as candy wrappers. Trash must be emptied into the dumpster.

*No smoking in space or within 8 feet.

*Recommend 2 people to man each space to cover crowd and to allow 1 to leave for breaks, bathroom & food.

*Restroom is available on site, including Handicapped.

*RV or camping trailer is not permitted.

*Only Official Festival Association Golf Carts are allowed on the grounds during the festival.

*Monroe County Fall Festival Association reserves the right to make changes and additional conditions as deemed necessary. Notice may be written or verbal and will become part of this contract and become binding.

*The Festival Association reserves the right to make decisions as to what constitutes a business, to assign spaces and to refuse exhibition of unsuitable materials. The following are NOT allowed: Fireworks, Gunpowder, Snap Pops, Strobe Lights, Loud Music/Noise, or Vulgar Merchandise. We reserve the right to ask you to remove articles that we feel do not meet our guidelines. Acceptance is up to the discretion of the Festival Association. *Applicant and participants agree to indemnify Monroe County Fall Festival Association against any and all claims resulting from any connections with the use of private or public grounds or physical structures or real property associated with the Monroe County Fall Festival. We look forward to another Fall Festival! Your support is greatly appreciated!

Commercial Space Chair; Serena Pettyjohn email: spettyjohn@ellettsville.in.us

MCFE Website: <http://monroecountyfallfestival.org>

MCFE Facebook Page: <https://www.facebook.com/pages/Monroe-County-Fall-Festival/149581171768672>

Please like the Facebook page and invite others to like it as well.