The guidelines and rules below must be adhered to in order 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 safe and successful festival and look forward to another wonderful year.

 ***RULES FOR PARTICIPANTS***

*Booths*

* *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.*

* *If you are considering doing 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 at all times 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 to the rules and the need for a specific item.*

*Operations*

* *All deliveries after 8:30 a.m. on both days must be made on foot or handcart from the track delivery area. Please use the Dowling Street entrance for all deliveries.*
* *All fires must be contained and roped off to keep the public from harm. Plastics, paper, cardboard and any types of man-made packaging are all prohibited from being burned at the AFK. Smoking shall not be permitted in any tent, canopy or temporary membrane structure or in any adjacent areas where hay, straw, sawdust or any other combustible materials are stored or used. When required, approved NO SMOKING signs shall be conspicuously posted.* ***All booths must have an approved fire extinguisher.*** *Fire pits are to be filled and re-sodded after the festival.*
* *Each vendor is responsible for removal of* ***all*** *materials in their booth including; straw bales, loose straw, corn stalks, trash, plastic pop trays, bread trays, etc. Please discard cooking grease in drums at the designated location. Please leave your area in the same or better condition as when you came. All cardboard boxes must be broken down flat.*

*General*

* *The AFK time period is 1830-1865.* ***Pioneer style clothing is required of all booth workers at all times****, including 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, 2017. 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 8:00 a.m will be charged a parking fee unless a pass is presented.*
* *There are absolutely NO ALCOHOLIC beverages allowed on the festival grounds.*
* *NO ANIMALS ALLOWED ON THE GROUNDS unless licensed as a service animal.*

*All the above policies are to protect the quality of the festival. Please read the policies 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. I acknowledge and agree to abide by the above festival rules.*

 *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature of representative*

 *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Printed name*

 *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Organization*

 *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date*

***FOOD***

***Application deadline is May 1, 2017***

*FOOD BOOTHS: All food booths will be required to return a % of your profit (after expenses) to the AFK. This must be returned by December 1st, 2017 attached to an Income & Expense sheet, and with copies of* ***all*** *receipts used on the expense column.* ***Payments and financial reports must be received by December 1st, 2017****. After that date a penalty may be assessed, and your future participation could be in jeopardy. Per application guidelines all previous participants have first choice of their traditional food items and booth locations.*

*ACCEPTANCE: All applicants are carefully screened. A letter will be mailed to you indicating your status in this year’s Festival. Please contact your area chairperson if you do not receive notice by June 14th.*

Please return this completed application by **May 1, 2017**

Name of Organization or Individual\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Federal ID or Tax Exempt Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

President of Organization\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_State\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Zip\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chairperson’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_State\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Zip\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List all food and drink items to be sold. (Food not listed will not be allowed)

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Electricity will be provided **IF AVAILABLE** and if requested in advance.

**Please list all electrical appliances being used and AMPS required (if items are not listed there will not be electricity available for those items). \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Will you be building a fire? Yes\_\_\_\_\_\_\_\_\_\_\_\_ No\_\_\_\_\_\_\_\_\_\_\_\_

I acknowledge that I have received, read and agree to abide by the 2017 AFK Contract policies. 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 me the opportunity to participate in any future festival events.

Dated this \_\_\_\_\_\_\_\_\_\_\_day of \_\_\_\_\_\_\_\_\_\_\_\_ 2017

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PLEASE RETURN CONTRACT TO:

**Kathy & Pat Young**

**10536 E 850 N 260-318-3464 Pat Young**

**Kendallville, IN 46755 260-318-0032 Kathy Young**