**APPLE FESTIVAL OF KENDALLVILLE**

***OCTOBER 4 & 5, 2024***

# MISCELLANEOUS VENDOR APPLICATION

Please return this completed application by **May 1, 2024**

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

Federal or Tax Exempt #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

President of Organization\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Chairperson’s Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Preferred method of correspondence: \_\_\_\_EMAIL \_\_\_\_PHONE \_\_\_\_MAIL

Misc Vendor Booth Fee: $1.50 per sq ft How many square feet will you require? \_\_\_\_\_\_\_\_\_\_\_\_

\*If additional space is used during set up, the vendor will be asked to stay within the requested space or pay additional fees.

Will you need electricity (**$10** fee for weekend)? Yes\_\_\_\_\_\_\_\_\_\_\_\_\_ No\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please list electrical appliances being used and AMPS required.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Application Requirements**

**Application deadline is May 1, 2024**

* This application is for activities that do not fall under any other area of the festival. All returning participants will have first choice of booth locations, provided they have complied with all rules, regulations, and deadlines of the previous year. Any relocation must be approved by the AFK and will be approved according to available space.
* Fee must accompany 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 in detail all items to be sold.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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I acknowledge that I have received, read and agree to abide by the 2024 AFK Contract policies. I agree that I am liable for loss, damage and 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.

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

PLEASE RETURN CONTRACT TO:

 **Carol Pankop**

 **603 Warren Dr**

**Kendallville, IN 46755**

**applefest@kendallvilleapplefestival.com**

**260-318-2405 (cell)**

The guidelines and rules below must be followed 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*

* *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 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 of the rules and the need for a specific item.*

*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, 2024. 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.*