

CLINTON, INDIANA

# Little Italy Festival Town

*"On the Banks of the Wabash"*

P.O. BOX 6

CLINTON, IN 47842-0006



Dear Vendor,

Once again we are making plans for our 53<sup>rd</sup> Little Italy Festival. The festival will be expanded and changed – along with new concessions and entertainment, we will add new attractions to our festival to make it bigger and better. Due to this effort, your cooperation in filling out the Information Form for The Bollettino (our Italian newspaper) is necessary. I urge you to fill out in as much detail as possible so that we may write an article featuring your concession in The Bollettino. This is free advertisement for you!

We must emphasize that this is an ETHNIC FESTIVAL, concessions must be decorated in an ethnic theme relative to Italian theme. Green, white and red decorations are perfect for this.

Please carefully read the Rules and Regulations that are enclosed along with an application and the above mentioned Information Form for The Bollettino. If you have any questions please feel free to call me at 812-241-3139 so we can clear them up.

Due to the expansion and possible relocation of some concessions it is MANDATORY that your application along with the certification of insurance and your \$50.00 money order be returned to me on or before July 1<sup>st</sup>, 2018, unless submitted at the closing of the 2017 Festival. Applications received after July 1<sup>st</sup>, 2018 will only be accepted at the discretion of the Concession Chairman and the Little Italy Festival Board of Directors.

There have been some complaints in previous years about vendors feeling the need to provide free food for LIFT board members, chairmen or past Res and Reginas. This is absolutely NOT mandatory. It is up to the vendor's discretion if they wish to do this. It is your business to make that decision.

We are looking forward to a very successful festival and hope to see you there this Labor Day Weekend.

Ciao,

## Brittany Garver

Brittany Garver  
Concession Manager

**Please Return Application to:**

LIFT, Inc.

Attn: Brittany Garver

PO Box 6

Clinton, IN 47842

<b>Festival Open Hours</b>	<b>Indoor Market Booth Rates</b> (length x depth)
Friday 5 p.m.-11 p.m.	Add \$25 setup fee to booth rates
Saturday 11 a.m.-11 p.m.	10x10 (100 sq. ft.) \$150
Sunday 11 a.m.-11 p.m.	20x10 (200 sq. ft.) \$225
Monday 11 a.m.-9:30 p.m.	25x15 (375 sq. ft.) \$300
(Fireworks approx. 9 p.m. on Monday)	Maximum 35 sq. ft. in any one location
	May request 2nd booth of one vendorship be nearby for work ease
	Sizes include all required setup area incl. outer tie-downs, displays etc.

## LITTLE ITALY FESTIVAL OUTDOOR MARKET/NON-FOODS TERMS OF PARTICIPATION

**SCREENING PROCESS:** All pertinent information requested on the form must be complete. Incomplete applications may be returned unprocessed. Photos are required of all NEW vendors. Fees must accompany applications. Self-addressed stamped envelope must be included to return photos if you would like them back. Product and price list are required to minimize duplication of products by neighboring booths and to avoid objectionable product sales. A separate application must be filed for each booth space requested. Applications must be postmarked by the stated deadline to insure placement. Applications denied will be refunded their booth fees by return mail. Money orders or cashier checks should be made out to LIFT, Inc. Signing this application identifies that you have read and agree to comply with terms stated herein.

**BOOTH SIZE AND LOCATIONS:** Booth dimensions include any awning, trailer hitch, tie-downs, anchors, selling area, etc. Be accurate as additional space will not be available. Maximum booth length per vendor location is a total of 35 feet although a vendorship wishing two booths located in convenient proximity due to manpower needs may identify that under "Special Needs." Maximum standard depth is 15 ft. In fairness to other booths, exceeding your booked booth area will necessitate either moving your booth to a less desirable location with appropriate additional area fees immediately due or our inability to accommodate your booth for the entire festival. Booth layouts take hours of juggling sizes and merchandise varieties to get a good mix and are intended to provide the best design for high volume trade circulation to ALL vendors. Do not expect iron-clad location promises or arrive demanding relocation for what you consider a "better" spot during the pre-festival setup period when confusion is always rampant at any festival. Special considerations will be provided to vendors sending medical verification of physical handicap.

**LIMITATIONS:** *Sale of knives and other weaponry including toy weaponry is strictly prohibited. No alcoholic beverages, drugs or weapons are allowed in the booths. No flashing or rotating lights are allowed. No vendor may post sale or "special" signs to enhance business. Obscenities, threats, threatening actions are totally out of place here. Merchandise deemed unacceptable for general public (e.g. risqué or nude, drug promotional items, items emitting offensive odors) may not be sold.*

**BOOTH MANAGEMENT:** Except in emergencies, a booth must be manned at all times during open hours and must comply with the LIFT Inc. operating schedule. No vehicles are allowed in the midway and Open Market area streets and walkways from an hour before opening and after closing for pedestrian safety. Leaving a booth unmanned without permission, opening late, or closing early will result in forfeiture of fees and denial of right to return to the festival. Boxes, cases and crates pertaining to your booth should be stored inside for neatness, attractiveness, and public safety. Vendors are responsible for trash pick-up in and around their booth during open hours and after closing. All electrical lines and outlets and all water lines must be capped, taped down, or otherwise safely secured and external booth tie-downs flagged. Take all safety precautions: LIFT Inc. is not responsible for accident, fire or theft. LIFT Inc. is not responsible for providing vendor change. Three banks are within walking distance of the grounds (only open Friday until 5PM and Saturday until 12PM), and ATM's are available at several downtown locations.

**LIFT Inc. and its representatives** reserve the right to inspect all booths to insure the reasonable safety of festival patrons. LIFT Inc. and its representatives reserve the right to deny or remove any booth judged as vending merchandise unacceptable to the general public.

**Indemnification:** In consideration of the acceptance of this application the applicant, as an inducement to such acceptance, agrees for itself and its officers, employees, agents, successors, and assigns, to indemnify and hold the Little Italy Festival Town Inc. and its board members, officers, employees, agents, successors, and assigns, harmless of and from any and all liabilities, claims, actions, demands, damages, and expenses, including without limitation, reasonable attorney fees incurred by on or behalf of any of them, arising out of injury (including death) or damage of any kind, to property or persons (including any member of the above named Organization/Company's) participation in the festival.

**Waiver of Liability:** I, the undersigned, as the person authorized to act on behalf of the Organization/Company, hereby release, remiss and forever discharge Little Italy Festival Town Inc., its board members, officers, employees, agents, successors and assigns, severally and jointly, and the City of Clinton, Indiana, of and from any and all liability, claims, actions, and possible causes of action which may accrue to any member of the group from any loss, damage, and injury (including death) that may be sustained while participating in the festival.

**ACKNOWLEDGMENT AND AGREEMENT:** I have received and read all the terms set forth above, and I agree to abide by these terms. I am a person designated to act on behalf of the named Organization/Company identified in this application.

COMPANY NAME \_\_\_\_\_

OWNER/REPRESENTATIVE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

LIABILITY POLICY NUMBER \_\_\_\_\_

INSURANCE COMPANY \_\_\_\_\_

(attach copy of insurance)

**SEND THIS PAGE BACK WITH PAGE 3 OF YOUR APPLICATION**

**KEEP A COPY OF THESE TERMS OF PARTICIPATION  
AND ANY OTHER COMMUNICATION FROM LIFT, INC..**

**Brittany Garver  
Concession Manager**

Return pages 2 and 3 with your booth fees. Keep a copy of regulations.



All Four Days, Every Labor Day Weekend Since 1966  
 Little Italy Festival Town, Inc. (L.I.F.T.)  
 OUTDOOR VENDOR APPLICATION -- NONFOODS

				Booth #/Loc.
<b><u>FOR COMMITTEE USE ONLY</u></b>				
FAC	AC	FM_	COM	
PIX	INS	CK/MO# _____		
RECEIVED _____		OKAYED _____		
BI	BD	110	220	W SP

**PLEASE PRINT CLEARLY**

MUST BE POSTMARKED BY JULY 1st

NAME: \_\_\_\_\_ COMPANY/ORGANIZATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY/ST: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: ( ) \_\_\_\_\_ E-MAIL: \_\_\_\_\_ CELL: \_\_\_\_\_

APPLYING FOR (CIRCLE): Indoor Arts & Crafts Non-Craft/Remarket/Flea Market Corporate  
 Note: A&C should be 75-80% handmade products. NC/FM should be new items (no "Early Attic" booths)

BOOTH DIMENSIONS (Besure to include all areas covered by set-up): LENGTH \_\_\_\_\_ DEPTH \_\_\_\_\_

UTILITIES -- PROVIDE NUMBER OF DROPS REQUIRED EACH TYPE: 110 \_\_\_\_\_ 220 \_\_\_\_\_ WATER \_\_\_\_\_

SPECIAL NEEDS? \_\_\_\_\_

IDENTIFY PRODUCTS BEING SOLD AND PRICE RANGES OF ITEMS (attach extra pages if needed):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Total prior years at Little Italy Festival \_\_\_\_\_ Here last year? \_\_\_\_\_ If yes, how many booths did you have? \_\_\_\_\_

**DID YOU ...**

Fill in all necessary information?  
 Include booth & product pictures?  
 For picture return, include a SASE?  
 Supply a full list of exhibited items?  
 Attach a copy of liability coverage?  
 READ, SIGN, and DATE the reverse of this application?  
 Send booth fees with your application?  
 Tuck away the cover letter and a copy of your application? GOOD!

**Make money order payable to:**  
LIFT, Inc.

**Mail complete application & payment to:**  
 LIFT, Inc.  
 Attn: Brittany Garver  
 PO Box 6  
 Clinton, IN 47842

No refunds after deadline without board approval  
 WE HOPE TO SEE YOU SOON!!

Please include green Bollettino information sheet when returning application as this provides additional FREE advertisement for your product during our festival.

**BOLLETTINO Information Form**  
*(Please Update Your Information and Return with Application Form)*  
**LIFT - P.O. Box 6, Clinton, IN 47842**

***Print or write clearly:***

1. Concession: \_\_\_\_\_

2. Name of Sponsoring Group (or Individual) \_\_\_\_\_  
\_\_\_\_\_

3. Chairperson(s) \_\_\_\_\_

• Address: \_\_\_\_\_

• Phone: \_\_\_\_\_

4. List all Food and Drink items to be sold:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. List Souvenir and/or Novelty items to be sold:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. If an organization, for what will the proceeds be used?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Current officers of organization:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Please list how many pounds, quarts, etc of food or items used previously by your concession:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Other comments that might enhance a story about your concession:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_