

**NON-PROFIT**

**WESTVILLE PUMPKIN FESTIVAL**

**PRAIRIE MEADOW PARK SEPTEMBER 29-30, October1, 2017**

**PLEASE PRINT OR TYPE**

Name and Business Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (    ) \_\_\_\_\_ Cell \_\_\_\_\_ Work \_\_\_\_\_

Email Address \_\_\_\_\_ Non-Profit Tax Exempt # \_\_\_\_\_

Fee Structure: A \$15.00 registration fee is requested for 1<sup>st</sup> space and 2<sup>nd</sup> space is \$70. Space in tent is \$90.

**SET UP TIME BEGINS FRIDAY SEPTEMBER 29, 2017 FROM 8:30-3 PM (CST). FRIDAY IS OPTIONAL.**

**ALL BOOTHS MUST BE OPEN BY 8:30 AM ON SATURDAY AND SUNDAY**

Number of spaces requested \_\_\_\_\_ Amount Enclosed \_\_\_\_\_

Please describe your specific SALE ITEMS: **(REQUIRED FOR ACCEPTANCE)**

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Return this application form with your check or money order for the exact amount of spaces requested.

Applications are due by September 1, 2017.

Applications received after the deadline date will be accepted at the discretion of the Westville Pumpkin Festival Committee. **NO REFUNDS AFTER SEPT 15, 2017.**

I have read the Pumpkin Festival Rules and agree to comply with them and all other Pumpkin Festival policies and or decisions at the festival. I understand that my failure to abide by any and all Westville Pumpkin Committee/Tri Kappa, rulings could result in the loss of my space and fee. I will not hold the Westville Pumpkin Festival Committee/Tri Kappa, their personnel or volunteers responsible for any loss or damage, including but not limited to personal injury, property damage and loss, and damage or theft from the use of the onsite storage.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Check Number \_\_\_\_\_ Space Number \_\_\_\_\_

**Return to: Noelle Hagenow, 8925 W 1850 S, LaCrosse, IN 46348 Cell 219-309-4384**

# PLEASE KEEP THIS COPY FOR YOUR RECORDS

WESTVILLE PUMPKIN FESTIVAL SEPTEMBER 29-30, October 1, 2017

PRAIRIE MEADOW PARK - HWY 6 & 421

WESTVILLE, INDIANA 46391

## Booth Sizes:

**Outside Booth** spaces will be 12 x 12 ft. for \$70.00

**Enclosed Craft Tent** spaces will be 10 x 10 ft. for \$90.00

**Food Booths** will be 12x 12 ft. for \$185.00

**Non-Profit** booth space will be 10 x 10 ft. for \$15.00 an extra space outside will be \$15.00. Non-profit booths must be outside. If you wish to be inside, you must pay \$90.

**Everything must stay within the booth boundaries, i.e. trash cans, signs and tables.**

## Types of Booths

**ARTS & CRAFTS:** items for sale should be designed or made by the exhibitor.

**FOOD:** Please send a complete list of food and beverages to be sold. The Festival Committee will have the right to limit food items to ensure as few duplicates as possible. It will be your responsibility to comply with all of the Laporte County Health Department Policies. Food Vendors need to have Laporte County Health Department Forms and payment to the Health Department prior to the festival.

**COMMERCIAL:** Please list company name and describe products to be sold. If the festival Committee receives more than one application for a service or commodity the first application received will take precedent over the later. **PLEASE NOTE: NO GUNS OR FACIMILIES, KNIVES, STINK BOMBS, SILLY STRING, OR WEAPONS ARE ALLOWED. VIOLATERS WILL BE ASKED TO LEAVE THE FESTIVAL WITHOUT A REFUND.**

**NON-PROFIT:** Please list organization name and describe the items to be sold or given away. If you are selling food products please include your Non Profit Tax Number (Health Department Requirement).

**IT IS THE DISCRETION OF THE FESTIVAL COMMITTEE TO APPROVE ALL EXHIBITORS AND VENDORS. Booth space availability will be determined by postmark date and there will be no changing of booths once the festival starts.**

**APPLICATIONS MUST BE POSTMARKED BY August 1st, 2017 FOR RETURNING VENDORS OR SEPTEMBER 1 FOR NEW VENDORS. APPLICATIONS RECEIVED AFTER THAT DATE MUST PAY BY CASH OR MONEY ORDER. NO REFUNDS WILL BE GIVEN FOR CANCELLATIONS AFTER SEPT 15<sup>TH</sup>, 2017.**

**ALL CRAFT, COMMERCIAL & TENT VENDORS MAY SET UP FROM 8:30 A.M. UNTIL 3:00 P.M. FRIDAY. ALL VENDORS MUST HAVE THEIR CARS REMOVED FROM THE CIRCLE BY 3:00 P.M. FOOD VENDORS ON THURSDAY 1200p-500p AND FRIDAY 8:30-11. UNLESS OTHER ARRANGEMENTS HAVE BEEN MADE. IT IS OPTIONAL TO OPEN ON FRIDAY FROM 4-8. ALL VENDORS MUST BE OPENED BY 8:30 ON SATURDAY AND REMAIN OPEN UNTIL 8 P.M. AND SUNDAY FROM 8:30 A.M. UNTIL 4 P.M.**

## Rules and Regulations:

1. No roving vendors are allowed on the designated festival area. There will be no selling outside your booth space.
2. Vendors using electricity must use guidelines as stated in the cover letter.
3. At no time during the festival days will any motor vehicle be allowed inside the barricaded festival area.

**4. You are responsible for taking care of your own garbage.** All trash must be bagged and disposed of daily. Dumpster is located North of Festival on the other side of parking area. If assistance is needed in taking garbage to dumpster please come to the Tri Kappa booth and ask for assistance.

**5. NON SUFFICIENT FUNDS (Returned Check) will have a \$25.00 fee charged to vendor and could be a means for expulsion from festival.**

#### **Use of Electrical Power**

**No Electric Heaters will be permitted. Do not bring coffee pots—coffee will be provided for vendors, free of charge!**

**110 Volts** – Ground fault outlets are provided to plug in your extension cords. Vendors may plug in their own cord 110 volt cords, **but are not to open up the electrical panels and operate breakers.** This is due to safety issues. The cords that you plug in must be sized according to your needs and must be in good condition. They will be lying on the ground. If our electrician deems that your cords are damaged or undersized, you will be instructed to replace them.

**220 Volts-** When you return your application, you must indicate that you need 220 volt and how many amps you require. This is to provide you with enough capacity for your electrical needs. You are required to have at least 200 foot of all-weather cord. Our electrician will inspect all cords and cable hookups to make sure that they are not damaged or undersized. **Our electrician will hard wire your cables into the electrical panels and under no circumstances will any vendor be allowed to do it themselves.** The Westville Park has breakers for their panels, but we sometimes run out. Therefore, it is recommended that vendors have their own breaker, just in case. The panels are Squared D type QO. **ALL FOOD VENDORS SHOULD SEND A PICTURE OF THEIR PLUG. The Festival is over Sunday at 4 and the electrician will begin disconnecting power. Only the electrician will disconnect vendors that are hard wired.**

#### **Booth Information**

No electricity, shade or running water is guaranteed for Arts, Crafts or Commercial vendor's booth location. Ground may not be perfectly level. Unfortunately we cannot control the weather and flooding may be possible in your area. We will do our best to help if this should happen. We will furnish each handicapped vendor with a parking pass for the handicapped parking area. This pass must be visible in your car window.

#### **Vendor application insurance disclaimer/Pumpkin Festival**

This disclaimer is located on the vendor application, which you will need to fill out and sign in order to reserve your space at the festival.

**Thank you for your interest in the Westville Pumpkin Festival. We are looking forward to your participation. For more information please contact Noelle Hagenow at (219) 309-4384 or by e-mail [nhpumpkinvendors@gmail.com](mailto:nhpumpkinvendors@gmail.com).**