

2016 SCHWEIZER FEST EXHIBITOR MARKET APPLICATION

August 10 – 13, 2016

Your space will not be held until this form is received with full payment

Please Print:

Contact Name _____

Business Name _____

Address _____ City _____ State _____ Zip _____

Phone _____ Cell Phone _____

E-Mail _____

Description of ALL items to be sold:

PLEASE INDICATE WHEN YOU WILL ARRIVE FOR SETUP: Date: _____ Approximate Time: _____

Type of Booth (Please circle one) ARTS/CRAFTS or FLEA MARKET or INFORMATIONAL

Fees:

- **Early Bird Special**
 - \$75 per non-street booth space (12' x 12') if postmarked by April 1, 2016 (*non-street space is a grassy area*)
 - \$125 per street booth space (12' x 30') if postmarked by April 1, 2016 (*street space is on the street next to the curb*)
*This fee includes one receptacle and 500 watts per space. Payment in **full** must accompany your signed application. **Make check or cashier's check payable to Tell City Schweizer Fest, Inc.***
- **Application Deadline**
 - \$100 per non-street booth space (12' x 12') if postmarked by June 30, 2016 (*non-street space is a grassy area*)
 - \$150 per street booth space (12' x 30') if postmarked after June 30, 2016 (*street space is on the street next to the curb*)
*This fee includes one receptacle and 500 watts per space. Payment in **full** must accompany your signed application. **Make check or cashier's check payable to Tell City Schweizer Fest, Inc.***

NO OF 12' x 12' SPACES _____ TOTAL AMOUNT ENCLOSED _____

NO OF 12' X 30' SPACES _____ TOTAL AMOUNT ENCLOSED _____

(12' X 30' STREET SPACES MUST HAVE A TRAILER THAT YOU WORK OUT OF) DIMENSIONS OF TRAILER _____ x _____

PLEASE RETURN THIS APPLICATION, ALONG WITH A CHECK OR MONEY ORDER FOR FULL PAYMENT, MADE PAYABLE TO: Tell City Schweizer Fest Inc.

I have read and understand both the 2016 Schweizer Fest Exhibitor Market Application and the 2016 Schweizer Fest Exhibitor Market Rules, and upon acknowledgment of these documents, I and my representatives and agents agree to comply with and be bound by all Schweizer Fest, Inc. Exhibitor Market policies, which are made a part of this application. I also accept full and complete responsibility for all merchandise, property and persons involved in my participation in or with the Schweizer Fest.

Exhibitor's Signature

Date

Send application and full payment to:

Perry County Convention and Visitor's Bureau
333 Seventh Street 7th Street
Tell City, IN 47586

Tell City Schweizer Fest, Inc.
2016 SCHWEIZER FEST EXHIBITOR MARKET RULES

The Schweizer Fest Market Place will be held on Wednesday, Thursday, Friday and Saturday, August 10 – 13 2016, in the City Hall Park, located on Main Street, in Tell City, IN. Daily festival hours of operation for both street and non-street spaces, will be from 9:00 a.m. – 12:00 a.m. You may work any of these hours; however, most traffic to the event occurs from 3:00 p.m. – 10:00 p.m. Fees for the festival include reservations for all 4 days of the event. Exhibitors may choose which days they prefer to setup and open.

1. DATES & TIMES:

Wednesday, August 10, 2016
Thursday, August 11, 2016
Friday, August 12, 2016
Saturday, August 13, 2016

FESTIVAL HOURS:

9:00a.m. – 12:00 a.m.
9:00a.m. – 12:00 a.m.
9:00a.m. – 12:00 a.m.
9:00a.m. – 12:00 a.m.

2. CHECK-IN:

CHECK-IN MUST TAKE PLACE PRIOR TO SET-UP OF BOOTH ON FESTIVAL GROUNDS. ALL VENDORS MUST CHECK-IN AT THE TELL CITY DEPOT, LOCATED AT 333 7TH STREET, PRIOR TO SET-UP AT CITY HALL PARK.

During Check-In, at the Depot, Exhibitors will be given their booth space number and a parking pass for their vehicle. Exhibitor's booth space placement preference will be given first consideration based on earliest postmarked applications, as well as space availability. Assigned booth spaces cannot be changed unless approval has been given from the Tell City Schweizer Fest, Inc.

3. SET-UP:

- All booths must be anchored with **screw-in** anchors, per state law.
- Each vendor will be allowed to use only one receptacle and 500 watts of electricity. Only grounded UL listed heavy-duty exterior/outdoor extension cords are permitted to be used. Any extension cords that extend across sidewalks or pavement must be secured with duct tape.
- Electricity will not be available to RV's with air conditioners.
- No generators will be allowed.
- A *No Smoking* sign must be posted and a working fire extinguisher must be located in plain sight in every exhibitor booth. **Smoking is prohibited in City Hall Park.**
- All vehicles must be moved to a designated parking area, after set-up.

4. DEADLINE:

All applications and payments in full must be received by June 30, 2016.

5. FEES:

- **Early Bird Special**
 - \$75 per non-street booth space (12' x 12') if postmarked by April 1, 2016 (*non-street space is a grassy area*)
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6. CONFIRMATIONS:

Approval of Market Applications will be made when possible. If your application is denied, you will be notified within a satisfactory time frame. Please include a telephone number on your application where you can be reached. Your booth space will be assigned at the time of check-in, at the Tell City Depot. Please refer to check-in market rules for further information.

7. TAX RATE:

Exhibitors are responsible for collecting Indiana State Sales Tax on every sale that is made. Indiana Dept. of Revenue agents may be present at the festival. As a vendor of an event in Indiana, you must register with the Indiana Department of Revenue to be a registered retail merchant. A Registered Retail Merchant Certificate (RRMC) can be attained by completing a Business Tax Application (BT – 1) at <http://secure.in.gov/apps/dor/bt1>.

8. GENERAL RULES: THESE ARE STRICTLY ENFORCED

- The Tell City Schweizer Fest, Inc. must approve all items to be sold and booth set-ups. If an exhibitor is found displaying items that are not listed on their submitted application, or items against Tell City Schweizer Fest, Inc. Exhibitor Market Rules, they will be asked to remove offending items and may also be dismissed from the festival immediately.
- A shirt, pants and shoes must be worn at all times.
- No vehicles or trailers will be allowed on the non-street spaces.

• **RESTRICTED ITEMS**

- No selling of inappropriate, offensive or dangerous items to children under the age of eighteen.
 - No selling of items that shoot projectiles, if projectiles are provided. (Example: air guns, etc.)
 - No selling of items that emit foul or obscene odors.
 - No selling of printed items with obscene words or pictures.
 - No selling of all types of fireworks, pops, firecrackers, Tasers, lasers or silly string.
 - No selling of knives to someone under the age of 18, unless parents are present at booth.
 - Any other restrictions that are deemed necessary by the Schweizer Fest Committee/Market.
- All sales are limited to individual booths only. **NO ROAMING** with merchandise is allowed in the park, to be fair to all exhibitors. Vendors using more than their rented booth space will be asked to leave. There will be no refunds. Exhibitors are not permitted to change booth space location without prior approval.
- Your booth must be kept neat, clean and safe for visitors of the festival.

9. SECURITY

Although security will be provided after evening festival hours, neither the Tell City Schweizer Fest Committee, nor other Agents/Representatives of the committee are to be held responsible for any injury, loss or damage to persons, exhibits, or materials, under any circumstances. The Tell City Schweizer Fest Committee is not responsible to accidents.

10. TEARDOWN

All vendor booth exhibits and merchandise must be removed after closing of the festival on Saturday evening, August 13, 2016. All exhibitors are required to clean up their own booth area, including trash. Tell City Schweizer Fest, Inc. is not responsible for watching or storage of any exhibitor items left on the festival grounds.

11. SOUVENIR ITEMS:

Items that identify the Tell City Schweizer Fest, Inc. (such as hats, T-shirts, buttons, ect.) will not be allowed for sale by any exhibitor without written permission from Tell City Schweizer Fest, Inc.

Please contact the Perry County Convention & Visitors Bureau (located inside the Tell City Depot) at 888-343-6262, for questions or additional information.

Tell City Depot hours are: Monday - Friday - 8:00 a.m. to 5:00 p.m.
Saturday - 8:00 a.m. to 3:00 p.m.

(Please note, the Tell City Depot has extended hours during Schweizer Fest. These are yet to be confirmed.)

Send application and full payment to:

Perry County Convention and Visitor's Bureau
333 Seventh Street 7th Street
Tell City, IN 47586

812-547-7933

888-343-6262

perrycountycvb@psci.net

www.perrycountyindiana.org