

Tell City Schweizer Fest, Inc.
2017 SCHWEIZER FEST EXHIBITOR MARKET RULES

The Schweizer Fest Market Place will be held on Wednesday, Thursday, Friday and Saturday, August 9 - 12, 2017, 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 5:00 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 9, 2017
Thursday, August 10, 2017
Friday, August 11, 2017
Saturday, August 12, 2017

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, 2017.

5. FEES: See Application

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/LOSS

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, 2017. 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 2:00 p.m.
(Please note, the Tell City Depot has extended hours during Schweizer Fest until 7:00 PM)

Send application and full payment to:

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