

# HAYNES APPERSON FESTIVAL

June 28-30, 2018

Foster Park (Washington & Superior St.) Kokomo, IN

NAME \_\_\_\_\_

BOOTH NAME \_\_\_\_\_

ITEMS TO BE SOLD \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_ CELL/OTHER \_\_\_\_\_

EMAIL \_\_\_\_\_

- **NEW RULE:** IF YOU SELL OUT OF SIDE OF TRAILER OR LENGTH IS LONGER THAN 20 FEET, VENDOR MUST SELL OUT OF SIDE OF UNIT AND ANY UNIT OVER 15 FT. MUST PURCHASE ADDITIONAL FOOTAGE SOLD IN 5 FT INCREMENTS @ \$165 (5 FT). ANY QUESTIONS CALL PAM BAILEY @ 765-618-0233.
- ALL CONTRACTS MUST BE IN BY DUE DATE AND ALL MONIES PAID COMPLETELY. NO EXCEPTIONS!!! WE WILL NOT BE COLLECTING FOR 2018 FESTIVAL AT OR AFTER FESTIVAL. IN CASE OF RAIN OR WEATHER OCCURRENCES, WE WILL NOT GIVE REFUNDS.

DEPOSIT: \*RETURNED UPON CLEAN-UP INSPECTION IF IN GOOD STANDING @ \$50=\$ \_\_\_\_\_

### SEPARATE CHECK FOR DEPOSIT.

15'X15' SPACES NEEDED- CONCESSIONS/VENDORS \_\_\_\_\_ @\$500.00 EACH=\$ \_\_\_\_\_

10'X10' SPACES NEEDED- NOT FOR PROFIT/CRAFTER \_\_\_\_\_ @\$200.00 EACH=\$ \_\_\_\_\_

ELECTRICITY:110/\$25=\$ \_\_\_\_\_ 220@\$50=\$ \_\_\_\_\_ TOTAL = \$ \_\_\_\_\_

WATER: HOOKUP (if needed) @ \$25.....=\$ \_\_\_\_\_

HEALTH DEPARTMENT FEE (if required) @\$45.....=\$ \_\_\_\_\_

**TOTAL ENCLOSED**.....=\$ \_\_\_\_\_

BY SIGNING, I HAVE READ AND UNDERSTAND THE VENDOR INFORMATION, RULES, POLICIES, AND REQUIREMENTS. I HAVE ENCLOSED ALL NECESSARY APPLICANT INFORMATION, INCLUDING A COPY OF INSURANCE/SUMMARY OF ITEMS TO BE SOLD/PRICING/PHOTO OF UNIT.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Please return this copy and all payments to: Haynes Apperson Festival % The Wyman Group, 1533 W. Lincoln Rd. Kokomo, IN. Attn: Pam Bailey (765-618-0233)

## **VENDOR RULES AND INFORMATION**

### **Return:**

Application form along with the payment checks, payable to Haynes Apperson Festival.

Deposit

Health Department Application Fee

Electricity

Water

Photograph of your display

Copy of your Insurance

Item Listing

### **Return To:**

**Haynes Apperson Festival % The Wyman Group**

**Attn: Pam Bailey**

**1533 W. Lincoln Road, Kokomo IN 46902**

If applications are not received with full payments by May 15, 2018 spaces will open to other vendors on a first come basis. Applications are subject to approval by The Haynes Apperson Board. If you are not accepted, you will be notified and your payments will be returned in full, prior to the festival. Vendors **MUST HAVE** insurance/ or appropriate Health Department Certifications on their booth or application will be denied. Board Of Health will be inspecting Food/Drink Vendors after 4pm on Thursday.

The Haynes Apperson Festival Committee **REQUIRES** a deposit of **\$50**. This has to be a **SEPARATE** check and **WILL NOT BE CASHED** into an account **UNLESS** the following rules are not followed:

- All booths are required to stay until close of Festival on Saturday. Leaving earlier can result in the loss of your deposit check.
- Upon leaving, all trash in your specific and surrounding area should be picked up. When you are ready to leave, The Haynes Apperson Vendor Chairperson will check your area and return your deposit to you. Deposit check will **NOT** be refunded if you leave before an inspection.

We ask that all vendor areas be kept neat, clean, and attractive to the public. All overstock should be kept clear of all walking paths, preferably out of view to protect your merchandise. Please bring wood blocks or cardboard to put under anything that could damage the ground, sidewalks, or pavement.

Vendors are not allowed to operate motorized vehicles within the event grounds during open event hours. Vehicles may not be parked or stored at booth location at any time during the event. IF you need parking for your booth merchandise please note this on application, and we will show you designated parking areas upon your check-in on Wednesday evening, between 5:00 PM and 8:00 PM, & Thursday 7:00 AM and 12:00 noon.

All electric devices and hook-ups need to be done by our electricians on hand, as you set up or shortly after. Please do not attempt to turn on electricity on your own. This is for your safety as well as others and to prevent damages to any equipment belonging to The City Of Kokomo, or your own equipment. If your equipment draws more current than you specified on the application, you will be required to reduce your usage.

The Haynes Apperson Festival Committee reserves the right to limit the use of loud speakers or any display items creating disturbing or loud noises.

The Haynes Apperson Festival Committee reserves the right to restrict the sale of any item that is not deemed to be in keeping with the family oriented character of our event. The committee will remove any vendor who can **NOT** comply with this rule, without refund of booth payment or deposit.

The Wyman Group, The Haynes Apperson Festival, the event committee members, event sponsors, and The City of Kokomo are **NOT** responsible for losses or injuries to vendors, vendor's employees, booths, stands, tents, or any contents. **NO** refunds will be given for rain, or other weather occurrences that may result in festival closing early.

There will be no solicitation of any kind allowed outside the boundary of the vendors rented space. All vendors are required to have their own liability insurance. We **REQUIRE** a copy of it in order for you to participate at the festival.

The Haynes Apperson Festival Committee reserves the right to close any vendor booth for just cause, including but **NOT** limited to: failure to abide by event vendor rules, at any time during the event without refunding the vendor's space rental fee and deposit will **NOT** be returned.

No vendors, sponsors (profit or non-profit) are permitted to give away any edible or drinkable product to the public. If selling an item you must provide a menu (which must be approved by the committee), with a price list which must be fair market value.

We require all booths to be set up by noon Thursday and be opened during festival operating hours all three days. Exempting our sponsors. Operating hours are Thursday 4PM-11PM, Friday 4PM-12AM, Saturday 12 noon-2PM, and 4PM-12AM closing time.

Please submit a photo or drawing of your unit or tent, width, height, and length. No one will be placed after Thursday at noon, and no vendor will be placed obscuring other vendor's booths. Remember- **NEW RULE:** If selling out of side, trailer must be turned to walk way or if trailer is 20 feet long, needs to be turned sideways and additional footage purchased in 5 ft. increments @ \$165 each...**ANY QUESTIONS OR CONCERNS CONTACT: PAM BAILEY (765)-618-0233.**

# PRODUCT LIST

PRODUCT

PRICE

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

7. \_\_\_\_\_

8. \_\_\_\_\_

9. \_\_\_\_\_

10. \_\_\_\_\_

11. \_\_\_\_\_

12. \_\_\_\_\_

# **Haynes Apperson Festival**

## **Clean Up Policy**

Vendors are expected to clean their vendor booth space as well as the 10 to 15 ft. area surrounding your space.

This includes all paper, trash, etc. on ground and proper disposal of grease.

If your space is clean, you will receive your \$50 deposit back at time of check out.

If your space is not clean, you will NOT receive a refund.

**NO EXCEPTIONS!**

Please place your trash in a receptacle closest to you.

**Thank you for your cooperation!**



Dear Vendors:

This year's *Haynes Apperson Festival* will be a 3 day event beginning,  
**Thursday June 28, 2018 from 5:00PM to 11:00PM**  
**Friday June 29, 2018 from 12:00PM to 11:00PM**  
**Saturday June 30, 2018 from 12:00PM to 11:00PM**

The festival will take place at Foster Park - 721 W. Superior. This year, at the Festival, we will have large Musical Entertainment, Pioneer Auto Club Car Show, Carnival Rides, Kids Games, Large variety of Vendors, Sports Festival, Parade on Saturday at 2:00PM and Fireworks Saturday at dark.

Please complete and return the enclosed application with all complete fees. Your complete application and fees must be received by **May 1, 2018**. **Any vendor cancellations, for monies to be returned to you, needs to also be given by May 1<sup>st</sup>**. If your complete application is not received by the due date your space may be limited as we work on a first come, first serve basis, with no exceptions. Please make sure when filling out your application you are specific on the space dimensions, trailer sizes including awnings and number of booths you will need. You will only be provided as much space as you specify, as space is measured and limited. Please understand that request for more space, after application has been approved, cannot be considered. You will be notified if your application is not accepted, and all monies will be returned to you.

**\*ALL VENDORS MUST TURN OFF THEIR OUTSIDE LIGHTS DURING THE FIREWORK SHOW. (APPROXIMATELY 30 MINS)**

**\$400.00 per 15x10 booth or \$200.00 per 10x10 booth (Not for Profit)**

Please include a **\$50 \*returnable deposit check\***

**(Please make this a separate check for a quick return and your assigned area MUST be cleaned and approved by staff for deposit to be returned. Please see CLEAN UP POLICY )**

**An electricity fee check** is also due with application. **\$25/110 volts - \$50/220 volts**. Electrical volts and amp requirements must be filled out so that the information can be given to the electrician prior to set up. If you do not provide this information on the application, your electricity hook-up may be delayed.

There is a **\$25 hook-up for unlimited water usage** if needed.

A required **Health Department Fee is required for all food/beverage vendors is \$45**.

**Booth Fee refunds will not be given due to poor weather.**

Please make sure you **include a copy of your insurance and a list of all items to be sold** at the festival. The *Haynes Apperson Festival* Committee reserves the right to restrict the sale of any item. Alcohol may **NOT** be sold.

You will find a waiver enclosed that must be signed and returned before set-up will be allowed. Set-up for vendors will be done on Wednesday, June 27th between 5:00pm – 8:00pm or Thursday June 28th between 7:00am -12:00noon. Please enter on Superior St. at the Senior Citizen Building. Follow road to the left to the play area at the park. Your booth location will be given to you at that time. **PLEASE CONTACT PAM IN ADVANCE @ 765-618-0233 TO LET HER KNOW WHICH DAY YOU PLAN TO ARRIVE FOR SET UP.**

We would like to thank you in advance for helping us make the 2018 *Haynes Apperson Festival* a success. We welcome your participation and look forward to putting on a quality event!

If you have any questions, please feel free to contact us. Thank you!

Vendor Chairperson - Pam Bailey @ **(765)618-0233**

# HAYNES APPERSON FESTIVAL EVENT

## 2018 WAIVER

FOR, AND IN CONSIDERATION OF MY  
PARTICIPATION IN THE HAYNES APPERSON FESTIVAL.

OFFERED IN CONNECTION THEREWITH, I/WE HEREBY WAIVE AND FOREVER RELEASE ANY AND ALL RIGHTS AND CLAIMS FOR PERSONAL INJURIES, PROPERTY DAMAGES, AND/OR LOSS OF SERVICES WHICH I/WE MAY NOW HAVE OR HAVE IN THE FUTURE AGAINST THE CITY OF KOKOMO, THE COUNTY OF HOWARD, THE WYMAN GROUP, KOKOMO FESTIVALS INC., AND ALL CO-SPONSORS, INDIVIDUALS AND/OR ENTITIES INVOLVED IN PROMOTING, AND/OR REPRESENTING THE HAYNES APPERSON FESTIVAL EVENTS, THEIR AGENTS, SERVANTS, EMPLOYEES, SUCCESSORS, AND ASSIGNS, ARISING FROM ANY DAMAGES OR LOSSES WHICH/I MAY SUFFER OR INCURE WHILE TAKING PART IN ANY HAYNES APPERSON FESTIVAL EVENT. THIS WAIVER AND RELEASE SHALL BE BINDING UPON MY/OUR HEIRS, EXECUTORS, ADMINISTRATORS AND ASSIGNS.

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Signatures

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Date

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Parent or Guardian signature, if participant under 18 years of age

\*\*\*This form must be returned with your application\*\*\*