**2024 HAYNES APPERSON FESTIVAL**

June 27th, June 28th and June 29th, 2024

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

BUSINESS NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME OF OWNER\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_CITY\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_STATE\_\_\_\_\_\_\_\_\_\_\_\_\_

ZIP\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PERSON IN CHARGE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_CELL PHONE #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EMAIL\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

15’X15’ SPACES NEEDED- CONCESSIONS/VENDORS MAKING SALES @$550.00 EACH=$\_\_\_\_\_\_\_

15’X15’ SPACES NEEDED- BUSINESS WITH NO SALES (HANDOUTS & DISPLAY UNITS) @$350 EACH=$\_\_\_\_\_\_\_\_\_\_

10’X10’ SPACES NEEDED-NON FOR PROFIT/CRAFTER (HOMEMADE ITEMS) @$250 EACH=\_\_\_\_\_

ELECTRICITY (2):110 PLUGS @$30

**TOTAL=$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

SPONSORS PLEASE CALL $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*THIS IS NOT A FOOD VENDOR CONTRACT**

* 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 @ $185 (5 FT). ANY QUESTIONS CALL MARION STEPHENSON @ 765-585-9565.
* ALL CONTRACTS MUST BE IN BY DUE DATE AND ALL MONIES PAID COMPLETELY. NO EXCEPTIONS!!! WE WILL NOT BE COLLECTING FOR 2024 FESTIVAL AT OR AFTER FESTIVAL. IN CASE OF RAIN OR WEATHER OCCURRENCES, WE WILL NOT GIVE REFUNDS.

ALL POTENTIAL FOOD VENDORS MUST CONTACT **MARION STEPHENSON** FOR A FOOD VENDOR CONTRACT. MOST OF OUR FOOD VENDORS COME BACK EACH YEAR. WE ARE ALWAYS LOOKING FOR NEW STUFF WE DON’T HAVE.

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: MARION STEPHENSON.**

**VENDOR RULES AND INFORMATION**

**Return:**

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

Electrical Fees

Photograph of your display

Item Listing

Clean up Policy

Waiver

**Return To:**

**Haynes Apperson Festival ℅ The Wyman Group**

**Attn: MARION STEPHENSON**

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

If applications are not received with full payments by May 15TH, 2024 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 May 19th UNLESSS YOU WANT TO BE ON A WAITING LIST. Then it will be refunded by July 1st.

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 vendor passes will be distributed.

All vendors must contact Marion Stephenson 765-585-9565 before set up.Set up Wednesday 3pm-6pm or Thursday 8am-2pm.

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.

**Refunds will not be given due to poor weather.**

The Haynes Apperson Festival Committee reserves the right to restrict the sale of any item. Alcohol may NOT be sold. Please include a list of all items to be sold at the festival. This will help us in where to place you within the festival line up. You will find a waiver enclosed that must be signed and returned before set up will be allowed. Set up for vendors will be Wednesday 3PM-6PM and Thursday 8AM-2PM. 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.

We would like to thank you in advance for helping us make the 2024 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 - MARION STEPHENSON @ 765-585-9565 / stock3321@yahoo.com

**Dear Vendors:**

This year’s *Haynes Apperson Festival* will be a 3 day event beginning,

**Thursday June 27th, 2024 from 5:00PM to 11:00PM**

**Friday June 28th, 2024 from 5:00PM to 11:00PM**

**Saturday June 29th, 2024 from 12:00PM to 11:00PM**

**Vendors can open earlier and stay later if concert runs longer.**

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, Great Food Vendors, Kids Games, Large variety of Craft and Other 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 15th, 2024**. **Any vendor cancellations, for money to be returned to you, needs to also be given by May 19th.** 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)**

**\*PLEASE SEE CLEAN UP POLICY**

**Anelectricity fee** is also due with application. **$30/(2)110 volts** - **$50/220 volts.** - **$60/ over 50amp/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.

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

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. Please be courterous to other vendors. Respect their space.

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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.

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 2PM Thursday and be opened during festival operating hours all three days. Exempting our sponsors. Operating hours are Thursday 5PM-11PM, Friday 5PM-11PM, Saturday 12 noon – 11PM 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 2PM, and no vendor will be placed obscuring other vendor’s booths. Remember- **NEW RULE:** If selling out of side, trailer must be turned to walkway or if trailer is 20 feet long, needs to be turned sideways and additional footage purchased in 5 ft. increments @ $185 each…**ANY QUESTIONS OR CONCERNS CONTACT: MARION STEPHENSON @ 765-585-9565 or stock3321@yahoo.com.**

**Haynes Apperson Festival**

**Clean Up Policy**

**Haynes Apperson Festival Committee Require the Following….**

Vendors are expected to clean their vendor booth space as well as the

10 to 15 ft. area surrounding your space.

If your space is not clean, you could not be invited back in the future.

Please place trash in receptacles and break down boxes and put beside trash containers at the end of the day.

**Let’s try our best to keep the park clean!**

**Thank you for your cooperation!**

Sign\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**HAYNES APPERSON FESTIVAL EVENT**

**2024 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.

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

Signatures Date

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

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

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

**PRODUCT LIST**

PRODUCT PRICE

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