

LAFAYETTE OCTOBERFEST

CRAFT VENDOR APPLICATION & CONTRACT

P.O. Box 472
Lafayette, In. 47902
Lafayette Historic District
Saturday, October 18th 2008

Thank you for your interest in participating in the 2008 Lafayette Octoberfest, a celebration of the best of Lafayette. Please read through the information and guidelines and return all completed forms to the address above.

GENERAL FESTIVAL INFORMATION:

- 2008 Lafayette Octoberfest will be held Sat., October 18th on Main Street in Lafayette's Historic District, from 5th Street to 11th Street.
- Hours are: **Craft & Art Vendors: 10:00 a.m. – 5:00 p.m.**
Food Vendors: 10:00-5:00 OR 10:00-Midnight (no additional charge)
- Single booth cost is \$35.00 before August 15th. After August 15th \$45.00
*Food Vendors are also charged 25% of their food ticket sales.
- Early entrants and repeat vendors will have location priority.
- This is an outdoor event so please be prepared for inclement weather.
- Refunds will not be made unless Lafayette Octoberfest is cancelled due to circumstances beyond the control of the LOC as in the case of disaster, flood, fire or a declared state of emergency. In such a case fees received, less all expenses of the exhibition, including but not limited to advertising, promotions, set up and other related expenses, will be refunded to vendor on a pro rata basis.
- Once applications are accepted no refunds will be made and booth space is not transferrable.
- Vendors are responsible for collecting and remitting state sales taxes on their sales.
- All vendor applicants completed and accepted by August 15th, 2008 will be included in the event guide and walking map.
- All water and soft drinks will be sold through the Lafayette Octoberfest Committee at designated locations only.

MERCHANDISE SPECIFICS:

- Please list a description of all merchandise to be sold in your booth.
- You **MUST** also include at least 3 photos of your items.
- This is a family oriented event for visitors of all ages. Exhibited work must be in keeping with this atmosphere. Lafayette Octoberfest Committee (LOC) reserves the right to reject or remove any items that are deemed unsuitable or inappropriate for the public.
- There will be a limited number of vendors allowed per category so early responders will have priority.
- In our effort to establish a quality event all merchandise will be juried for its commitment to standards. Antiques sold must be of collectible quality. No flea market or garage sale merchandise will be included. The LOC reserves the right to accept or reject any application on this basis.

SET UP AND BREAKDOWN:

- Set up can begin as early as 7:30 a.m. and must be completed by 9:30 a.m.
- Main Street will reopen to traffic at 6:00 p.m. Please have all your items moved by then.
- Upon application approval you will receive a notice detailing your booth number and map of your location. This will also serve as your vehicle access in the morning for set up.
- Be sure to have your access paper with you in order to be allowed through the barricades for set up. Parking will not be allowed on Main Street during the festival so after set-up you must move vehicles to surrounding areas.
- Break down starts at 5:00 p.m. Vendors are expected to remain for the full day.
- Upon break down, vendor must remove all their trash and debris. Waste receptacles will be available though it is your responsibility to get your trash to them and leave a tidy area.

BOOTH DISPLAY:

- Booth sizes are for up to a 12' x 12' space. If you need more than that you must rent an additional booth.
- You must supply your own tables, table covers, signs, chairs and display materials.
- We prefer that you supply your own tent however we do have a few 10' x 10" pop-ups available that you may rent for the day. The cost for this rental is \$45.00.
- You must bring sand bags or weights to secure your tent in the event of wind.
- All signs and display should also be secured to prevent damage or injury.
- We will have limited electricity available for craft vendors between 5th and 11th streets so please let us know your requirements so we may place you accordingly. There will be an additional \$25.00 charge and you must bring your own extension cord (min. 50') plus duct tape to cover the cord.
- All booths must be open and attended from 10:00 a.m. to 5:00 p.m.
- Liability insurance if desired, must be obtained by the vendor at their own expense.
- No alcoholic beverages, firearms or illegal drugs allowed in booths.

***PLEASE NOTE THIS APPLICATION COVERS CRAFT AND ART ITEMS ONLY. IF YOU HAVE ANY FOOD ITEMS FOR SALE YOU MUST FILL OUT A FOOD VENDOR APPLICATION AND OBTAIN A HEALTH DEPT PERMIT. YOU WILL NOT BE ABLE TO SELL FOOD ITEMS WITHOUT THESE!**

OCTOBERFEST APPLICATION

BUSINESS NAME: _____
CONTACT NAME: _____
PHONE #: () _____ CELL #: _____
MAILING ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
EMAIL: _____ WEBSITE: _____
EMERGENCY CONTACT: _____ PH: _____

DESCRIPTION OF ITEMS TO BE SOLD: _____

VENDOR AGREEMENT AND WAIVER OF LIABILITY

I / We, the undersigned hereby acknowledge that, neither the Lafayette Octoberfest Committee (LOC), its officials or directors nor any persons connected with this event, will be held responsible for any loss or damage to my merchandise or property or for any injuries to myself or any assigned operator of my booth(s) during the course of this festival.

I / We do hereby release, forever discharge, indemnify and hold harmless the LOC, its sponsors and the event's grounds from the manner of actions, law suits, sums of money, damage, claims and demands from any loss or injury in connection with merchandise sold by me or my agents at this event.

I agree that my payment is forfeited if I withdraw from this event.

I have read, understand and agree to comply with all rules and guidelines as an exhibitor and vendor at Lafayette Octoberfest 2008.

Signature

Date

Print Name

Title

RENTAL REQUIREMENTS:

_____ # of booth spaces needed @ \$35.00 each (\$45.00 if after August 15th, 2008)
_____ Electricity \$25.00
_____ Tent Rental 10'x10' \$45.00

Total Due: _____

Make check payable to: Lafayette Octoberfest 2008. Mail to P.O. Box 472, Lafayette, IN. 47902

For questions please email: vendors@lafayetteoctoberfest.com

LAFAYETTE OCTOBERFEST CRAFT VENDOR