

## Covered Bridges of Putnam County Festival

### Booth Rental Contract

150+ 10 x 10 outside spaces are available

Festival starts the 2<sup>nd</sup> Friday in October;

**Booth Rental Contracts accepted NOW**



I/We, the undersigned, hereafter referred to as the Exhibitor, agree to abide by the provisions and conditions of the contract for the purpose of renting booth space during the “ Covered Bridges of Putnam County Festival” this is a 10 Day event Festival located at 201 North Grant Ave, Bainbridge, Indiana, 46105. Festival is across from the Bainbridge Fire Dept. on US 36.

1. The Exhibitor hereby releases the Friends of the Park, Town of Bainbridge, the property owners, and anyone associated with Friends of the Park hosting Covered Bridges of Putnam County Festival of any and all liability for loss, theft, death, damage or injury to property or person(s). The Exhibitor is responsible for any and all insurance liability.
2. The Exhibitor will not display, sell or maintain alcoholic beverages, firearms, anything normally considered a weapon or merchandise with morally questionable wording or pictures and agrees to remove any items deemed hazardous or not in the public interest. **All knife displays must be in closed cases.** Parental permission must be obtained if under age 18 years old. No toy guns resembling real weapons that shoot pellets, martial arts weapons of any kind may be sold. Any questionable items must be reviewed by booth chairman.
3. The Exhibitor agrees to have his booth set up by opening day and will attend or have attended scheduled booth hours of 9:00 am to 6 pm opening day (the 2<sup>nd</sup> Friday in October) until closing day (10 days later) of the days space rented.
4. Vehicles used for unloading merchandise must be moved from the area before the festival begins each day. No vehicles in pedestrian areas during festival hours until after 5pm on Sunday. 100+ outside spaces are available.
5. No food can be sold from a non-food booth.
6. All vendors that cook or have an open flame under a tent or canopy must be fire retardant and properly labeled from the manufacturer. (I.e. candles, cooking or warming food, microwaves) Fire extinguishers also required.
7. **Outside booth space is reserved by 10' x 10' in most areas**, but we can be flexible to other size canopies if we are notified well in advance. Multiple spaces can and are encouraged to rent. No tents, canopies, or tables are furnished for booths.
8. There are restroom facilities available at the Community Center on the North side of the building. We will not have port o pots.
9. There are outside restrooms located on the north side of the community center that are unlocked 24 hours. They can be used to wash up in, but please remember to lock the door and clean up after you when done.
10. At this time we do not have shower facilities available but are working on a way to try and get some but there may not be any so please bear with us).
11. Laundry mat is located approx. 3 blocks east from the festival. At the light turn right and it is on your left.
12. There are dollar general, family dollar and the gas station available in town. Approx 12 miles is Greencastle, where there is a Kroger, Wal-Mart and other stores.
13. Booth hours may be subject to change. **REQUIRED HOURS:** Friday opening day till Sunday closing day are 9:00 am to 6 pm, you may open earlier and stay open later if you want but you must be open during the posted hours, weather permitting, if raining you make the call as to open or not. Your health comes first!!!!
14. To insure space, application, payment, and photos (first year), must be postmarked by September 1<sup>st</sup>. After September 1<sup>st</sup> spaces are 'FIRST COME FIRST SERVE". **MUST SEND 3 PHOTOS IF FIRST YEAR. YOU WILL NOT BE ACCEPTED WITHOUT THE PHOTOS.**

15. 10 day vendors are placed at the South end of the festival area closest to State Road 36, weekend vendors are placed at the end of the 10 day vendors for easy tear down as you will not be staying all week.
16. Reservations may be canceled and 50% of money refunded only if cancellation is received by February 28<sup>th</sup>, no refunds FOR ANY REASON after February 28<sup>th</sup>. No rain dates or refunds will be given due to weather conditions. If you register and pay, but do not attend, your booth space may be filled and may result in loss of location for the following year.
17. Please fill out contract and return with payment and photos (if new). Confirmation will be E-mailed as soon as we receive your PAID IN FULL reservation or no later than 30 days before festival begins. If you do not have an email address we will attempt to call and leave a message.
18. Booth space assigned on set-up day. Please go to Friends of the Park REGISTRATION TENT for check in located at the South end of the 1<sup>st</sup> row next to town hall.
- 19. Booth rent must be paid in full before setup is allowed. NO ACCEPTIONS. DO NOT SET UP IF NOT PAID!**
20. Parking is first come first serve in the grass area west of the festival. Next to the field. All vendors will be given an information sheet at check in. No reserved parking is available. Primitive Camping is available at the festival site.
21. There are no water hook-ups and first paid \$25 limited electric available for camping. \$40 per gray water/sewage dump, contact Dianna and she will call for service.
22. Trailers with your merchandise are allowed to be beside your booth for an additional flat fee of \$25.00.
23. **Overnight security is not provided.** We do have professional vendors that stay on site and do help keep an eye on the festival at night, the local law enforcement and the county sheriff dept will make drive troughs but are not there all night. We recommend that you do not leave valuable merchandise/money in your booth unattended.
24. **We do not provide insurance to cover any vendor or their merchandise.** Please make sure you have ample insurance to cover your merchandise in case of theft, loss, storm damage or anything else.
25. **You are responsible for collecting & sending in the 7% Indiana sales tax, we do not collect it from you.**
26. **All food vendors are responsible for their own food permit from the Putnam County Health Dept. P. O. Box 507, Greencastle, In. 46135. They are located at the Putnam County Hospital suite 1500, main floor, hospital is south of Greencastle located on the west side of 231 call 765-658-2784; please have food permit upon your arrival to the festival.**



DRESS CODE: presentable shorts, jeans or slacks, shirt and shoes. Any questions call:

Dianna Gorrell; Booth Chairman at 765-435-2813 home

My cell does not have voice mail but week of setup you can call if needed

Dianna cell # 765-307-1291

Or Mike Foster co-chair at 317-410-2115 cell

dianna@friendsoftheparkrussellville.org website: [www.friendsoftheparkrussellville.org](http://www.friendsoftheparkrussellville.org).

MAIL TO:

Covered Bridges of Putnam County Festival, P O BOX 162, RUSSELLVILLE, IN. 46175  
**PLEASE KEEP PAGE 1 FOR YOUR RECORDS RETURN PAGE 2 with Payment (and Pictures)**  
**10 days BOOTH RENTAL CONTRACT: YEAR 2012**  
Booth Rental Contracts accepted starting at close of festival for the following year  
**PLEASE PRINT.** \*All information below must be filled out completely\*

\*Exhibitor Name (s): \_\_\_\_\_  
\*Exhibitor Name of Business: \_\_\_\_\_  
\*Type of product/business (list all items/menu that apply to exhibit: \_\_\_\_\_  
\_\_\_\_\_

\*Address: \_\_\_\_\_  
\*City: \_\_\_\_\_ \*State: \_\_\_\_\_ \*Zip Code: \_\_\_\_\_  
\*Daytime Phone #: ( ) \_\_\_\_\_ Evening Phone #: ( ) \_\_\_\_\_  
Email address: \_\_\_\_\_

I/We, the Exhibitor, have read and agree to conditions stated in the contract and do issue full payment in the amount of \$ \_\_\_\_\_ made payable to: "Friends of the Park"

\*Signature: \_\_\_\_\_

~~~~~Tents/Canopies must be fire retardant if cooking or open flames are used. ~~~~~  
Due to limited outlets, electricity may not be available at all booths. Reserve early starting now.  
Electricity will be awarded by the postmark date

NO Refunds AFTER February 28. NO refunds do to weather conditions. (See contract for cancellation details)

**\*\*\* IMPORTANT- PLEASE PROVIDE THIS INFORMATION ACCURATELY \*\*\***

Tent Size \_\_\_\_\_ Canopy Size \_\_\_\_\_  
Electricity: 110 available: \_\_\_\_\_amps required 220 food vendors will be direct wire to the breaker box's.  
220 food vendors will need at least 150 feet of wire to be able to wire in at boxes.  
Water needed: Food Vendors = Must have HOLDING TANKS or minimum of 250 feet of water hose.

----- 10% DISCOUNT FOR 3 OR MORE 10 x 10 BOOTH spaces rented--NO TABLES FURNISHED FOR BOOTH SPACES.

**10 x 10 BOOTH SPACE FEES FOR 10 DAY VENDORS ONLY**  
**Reserve by February 28<sup>th</sup> gets a \$50 discount per 10x10**

1) Non Profit Organization - Free to non profits \_\_\_\_\_ if you need 110 electricity add \$25.00 = \$ \_\_\_\_\_  
We do not offer 220 hook ups. \*Non-Profit Organizations please provide a copy of your determination letter\*

2) 10 X 10 booths your own tent all vendors are in grass: \$100 before February 28 or \$150 after March 1<sup>st</sup>,  
X booth space needed \_\_\_\_\_ + electricity if needed please add \$25.00, additional flat fee of \$25.00 if want  
supply trailer next to tent or canopy = total due \$ \_\_\_\_\_

3) Food Booth area is 24 ft x 10 ft. and you may put out tables for eating - this fee includes food stand, elec. and  
supply trailer \$300 before February 28<sup>th</sup> or \$350 after March 1<sup>st</sup>, X booth space needed Total due \$ \_\_\_\_\_  
All food vendors have been filled; you can be added to a list in case of a cancelation

4) COMMERCIAL VENDORS 10 X 10 SPACE \$500.00 X SPACE NEEDED TOTAL DUE \_\_\_\_\_

**SORRY but we do not offer TENTS, TABLES, CHAIRS, TIE DOWNS or FENCE POSTS**  
**for tents so you will need to bring your own. We recommend fence posts taped to**  
**poles with gray tape to hold tents in place.**

Total enclosed = \$ \_\_\_\_\_ \$40.00 fee on all checks returned for NSF. checks payable to: F. o. t. P.

**PLEASE RETURN PAGE 2 WITH PAYMENT AND PHOTOS**  
FOTP USE ONLY: Date Received: \_\_\_\_\_ Check # \_\_\_\_\_ Amount Paid: \$ \_\_\_\_\_

MAIL TO:

Covered Bridges of Putnam County Festival, P O BOX 162, RUSSELLVILLE, IN. 46175

PLEASE KEEP PAGE 1 FOR YOUR RECORDS RETURN PAGE 2 with Payment (and Pictures)

**Weekend only BOOTH RENTAL CONTRACT: YEAR 2012**

Booth Rental Contracts accepted starting at close of festival for the following year

PLEASE PRINT. \*All information below must be filled out completely\*

\*Exhibitor Name (s): \_\_\_\_\_

\*Exhibitor Name of Business: \_\_\_\_\_

\*Type of product/business (list all items/menu that apply to exhibit: \_\_\_\_\_

\*Address: \_\_\_\_\_

\*City: \_\_\_\_\_ \*State: \_\_\_\_\_ \*Zip Code: \_\_\_\_\_

\*Daytime Phone #: ( ) \_\_\_\_\_ Evening Phone #: ( ) \_\_\_\_\_

Email address: \_\_\_\_\_

I/We, the Exhibitor, have read and agree to conditions stated in the contract and do issue full payment in the amount of \$ \_\_\_\_\_ made payable to: "Friends of the Park"

\*Signature: \_\_\_\_\_

~~~~~Tents/Canopies must be fire retardant if cooking or open flames are used. ~~~~~

Due to limited outlets, electricity may not be available at all booths. Reserve early starting now.

Electricity will be awarded by the postmark date

NO Refunds 30 DAYS before opening day. NO refunds do to weather conditions. (See contract for cancellation details)

**\*\*\* IMPORTANT- PLEASE PROVIDE THIS INFORMATION ACCURATELY\*\*\***

Trailer Size \_\_\_\_\_ Tent Size \_\_\_\_\_ Canopy Size \_\_\_\_\_ Outside Space needed

Electricity: 110 & 220 available: \_\_\_\_\_amps required 220 food vendors will be direct wire to the breaker box's.

Water needed: Food Vendors = Must have HOLDING TANKS or buckets.

Would you like to receive E-mail fliers in PDF advertising Covered Bridges of Putnam County? ( ) yes ( ) no

Would you like to receive fliers advertising Blast Covered Bridges of Putnam County? ( ) yes ( ) no

**\*\*No discounts given for weekend only vendors\*\***

NO TENTS, CANOPIES, OR TABLES FURNISHED FOR BOOTH SPACES.

**EACH 10 x 10 BOOTH SPACE FEE for weekend only vendors.**

**Booth fees \$25.00 per day,**

1) Non Profit Organization - Free to non profits \_\_\_\_\_ if you need 110 electricity add \$25.00 = \$ \_\_\_\_\_

We do not offer 220 hook ups. \*Non-Profit Organizations please provide a copy of your determination letter\*

2) 10 X 10 Outside booths in grass \$25.00 per day per booth X booth space needed \_\_\_\_\_ no electricity is offered until day of set-up if 10 day vendors have not reserved all elec. Than we will offer on 1<sup>st</sup> paid to weekend vendors. = \$ \_\_\_\_\_

PLEASE MARK THE DAYS THAT YOU WILL BE ATTENDING AS WE WILL place you at the end of the 10 day vendor's rows FOR WEEKEND ONLY VENDORS IN THE VENUE. YOU WILL STILL BE IN THE SAME GRASS AREA.

OPENING WEEKEND: ( ) Friday ( ) Saturday ( ) Sunday CLOSING WEEKEND: ( ) Friday ( ) Saturday ( ) Sunday

Individual Week days are allowed at this time do to working families and the economy.

( ) Monday ( ) Tuesday ( ) Wednesday ( ) Thursday

*( ) Sorry but we will not be attending this year. If you received a contract and will not be attending please let us know by returning this page so that we can remove you from the mailing list. Thank you. But we hope you decide to attend.*

Total enclosed = \$ \_\_\_\_\_ \$40.00 fee on all checks returned for NSF.

Please make checks payable to: F. o. t. P.

**PLEASE RETURN PAGE 2 WITH PAYMENT AND PHOTOS**

FOTP USE ONLY: Date Received: \_\_\_\_\_ Check # \_\_\_\_\_ Amount Paid: \$ \_\_\_\_\_