

57th Annual Zionsville Lions Club Fall Festival
“Heroes”
September 10, 11, & 12, 2010

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The Zionsville Lions Club invites you to participate in the 57th Annual Zionsville Lions Club Fall Festival by completing and returning the Vendor Application/Agreement (pgs 5-8). The annual Fall Festival will consist of a parade (Kiwanis Club), entertainment, carnival, food court, commercial tent, outside commercial spaces, arts and crafts tent, outside arts and crafts spaces, kids' corner, pet pavilion, fireworks and more.

Zionsville Lions Club Fall Festival Format:

Admission Cost: **FREE**

Parking cost: **FREE vendor parking with pass in designated area**
\$5 Event Parking

Activity Hours: **Friday, September 10, 2010:**
 Noon-4pm – Set up; no exceptions!!!
 ***6-11 p.m. –Carnival only**
 5-8pm - VIP (special needs families event)
Saturday, September 11, 2010:
 ***10 a.m.-11 p.m.**
Sunday, September 12, 2010:
 ***10 a.m.-5 p.m.**
***Please note: Hours above are for the entire festival.**
Vendor Hours: Saturday 10am-6pm and Sunday 11am-5pm
There are events later than 6pm Saturday; vendors are not
required to be open later – but are welcome to stay open.

Location: **The Annual Lions Club Fall Festival is held in Lions Park**
off State Road 334, in Zionsville, IN

Kiwanis Parade Info: **For more information about the Kiwanis Parade**
Contact George Tikijian at 873-6685 or
Email: gntikijian@sbcglobal.net

2010 Zionsville Lions Club Fall Festival Contacts

Fall Festival Tri-Chair Leigh Ann Akard VIP Event, LionPalooza, leighann@truevalue.net 317.445.4417	Fall Festival Tri-Chair Tim Reinhart Logistics tim@artisticawards.com 317.513.6956	Fall Festival Tri-Chair Gale Sammons Welch Arts & Crafts Vendors galewelch@gmail.com 317.796.2213
Food Vendors Gerald Resler Gresler291@aol.com 317.733.1011	Commercial Vendors Bonnie Kincaid bkincaid@burruslaw.com 317.873.2150	Kid's Corner Vendors Lee Ann Lyon-Balta llbalta@smallblessingsinc.com 317.413.1360
Car Show Michelle & Keith Shepherd talktomichelle@talktotucker.com		Kiwanis Parade Chairman George Tikijian gntikijian@sbcglobal.net 317 873-6685

DEADLINES:

Deadlines are very important. Please read closely:
Applications are due by July 30, 2010.
Applications postmarked after July 30, 2010, please add a \$50.00 fee.

FEES:

TYPE OF VENDOR** (indicate on application pg 7)

COMMERCIAL TENT SERVICES (INSIDE SPACE)	SIZE 10 X 15	\$150.00
COMMERCIAL BOOTH (OUTSIDE)	SIZE 12 X 12	\$100.00
KIDS CORNER	SIZE 12 X 12	\$100.00
CRAFT TENT SERVICES (INSIDE SPACE)	SIZE 10 X 15	\$150.00
CRAFT VENDOR (OUTSIDE)	SIZE 12 X 12	\$100.00
PET VENDOR	SIZE 12 X 12	\$100.00
FOOD VENDOR	SIZE 12 X 15	\$200.00*

(*food only - plus 20 % of gross receipts to Lions Park)

(**Size may change slightly in dimensions)

Electric hook up is an additional \$40.00 per outlet. Electrical is limited to craft and commercial vendors only. Please get your request in early!!!

ZIONSVILLE LIONS CLUB FALL FESTIVAL (ZLCFF) EVENT GUIDELINES

- 1. The Fall Festival event will occur rain or shine. Fees will NOT be returned due to inclement weather or acts of God.**
2. All vendors must be open and operating during the entire duration specified by vendor type.
3. Special requests (i.e. booth location, proximity to other vendors, etc) should be made on the application but are not guaranteed or implied. Space is allocated based on any or all of the following criteria: past participation, supply and demand, application date, logistics, presentation of product, and booth appeal. Booth Space assignments are subject to change up to the day of the event. No sharing of booth space with other vendors is allowed at this event.
4. Selection of vendors is at the discretion of sponsor based on the vendor's ability to enhance the overall event image. Sponsor reserves the right to refuse or assign space at any time.
5. Vendors do NOT have exclusivity on any one product type.
6. To be eligible for a full refund, cancellations must be made in writing, and postmarked no later than July 1, 2010. Cancellation must be mailed to Zionsville Lions Club Fall Festival P.O. Box 252, Zionsville, Indiana 46077. **If cancellations are made after July 1, 2010, no refunds will be given. No exceptions.**
7. All vendor merchandise must be approved through the application process. Requests to sell additional products must be made by contacting sponsor. Only items listed can be sold or displayed. Violations will result in cancellation of vendor contract, vending space, and all fees. Vendors may not provide music or entertainment in booths unless approved by event sponsor. In the event that a vendor, for any reason, does not comply with the regulations of this event, the event sponsor reserves the right to close down that vendor.
8. Solicitation of funds, signatures, etc. must be confined to your booth space.
9. Parking is only allowed in vendor parking during the festival time.
10. Set-up must be done the afternoon before the festival or before 8:00am the first day of the festival (Saturday). Tear down must happen after the festival is closed (Sunday 5:00pm).
11. Vendors are responsible for providing canopies, tables, chairs, and all other equipment used in their booth. All merchandise must be displayed on a table, rack, or shelving. *All tents must comply with State Fire Marshal standards.*
12. All vendors must supply the necessary garbage receptacles inside their booth and should be emptied at the end of each day. If the space is not left clean each night, the vendor shall be fined a minimum of \$100.00. Vendors must adhere to all recycling guidelines.
13. If repair, damage, and /or cleaning costs are incurred, and the sponsor determines that the vendor is responsible, those costs shall be reimbursed in full to the ZLCFF by the vendor within 10 days after written notification for such costs.
14. **No smoking or alcoholic beverages are allowed in the park.**
15. **Overnight security will be provided. However, the Zionsville Lion's Club is not responsible for damaged or lost items.**
16. In the event vendor fails to occupy reserved space within 45 minutes prior to event start, sponsor has the right to utilize such space in any manner it chooses: vendor will not be entitled to a refund.

FOR FOOD/BEVERAGE VENDORS

(Food vendors please see guidelines on Page 3)

17. All food & beverage vendors are required to submit a certificate of insurance in the amount of one million dollars general liability, naming the Zionsville Lions Fall Festival, Lions Park location.
18. Absolutely NO samples can be cut at the event. Samples are to be cut and packaged at an approved kitchen according to Health Department guidelines. Food vendors must provide garbage receptacles at their booth.
19. Food items/edible produce must be kept at least 6 inches above ground at all times. All food handlers must wear plastic gloves and appropriate hair covering per the Health Department guidelines.
20. Vendors using grills or open flames must have the proper fire extinguisher at their space and proper garbage receptacles. These vendors must also provide ample fans.
21. Items cannot be served or sold in glass containers.

FOR CRAFT VENDORS:

(Craft vendors please see guidelines on Page 3)

THIS IS A JURIED SHOW. Therefore, please submit photographs of all items you will have available at the Fall Festival. These photos can be submitted with your application or you may send a web site address where they may be viewed. Please note that only items submitted on your application and like items will be allowed to be displayed at the event.

Please mark your envelope "Crafts" in order for your application to reach the appropriate chairman.

Please submit a stamped, self-addressed envelope for your confirmation letter, booth space information, and parking permit to be returned to you.

Photographs will be returned to the vendor at set up on Friday.

If you are not selected to participate this year, your application, check, and letter explaining why you were not selected will be returned to you by August 1.

PLEASE REMEMBER THAT THIS IS A TWO-DAY EVENT AND IF YOU ARE SELECTED YOU ARE REQUIRED TO PARTICIPATE BOTH DAYS AND FOR THE TIMES LISTED FOR YOUR AREA.

REQUIRED PERMITS FOR ALL VENDORS

Copies of each certificate and /or permit must be submitted with application.

Seller's Permit Resale License-

If selling pre-packaged, non-potentially hazardous or processed foods (e.g. candy, jam, baked goods, etc.) a Health Department Permit Certificate is required.

**2010 Zionsville Lions Club Fall Festival
September 10, 11 & 12, 2010
Location: Zionsville Lions Park**

INSTRUCTIONS FOR COMPLETING APPLICATION:

1. All information must be answered completely.
2. The list of products you are requesting to sell/display/promote/give-away must be specific.
3. Any brochure, handouts, catalog, or price list that will best describe your product should be included with the application and must be pre-approved for distribution during the event.
4. Make sure you sign the application where indicated
5. **Enclose payment (check, or money order) with this application. MAKE CHECKS PAYABLE TO THE ZIONSVILLE LIONS PARK.** If your application is denied, payment will be returned within two weeks of notification.
6. A recent photo of your booth is encouraged. Photos will not be returned.
7. Submit copies of the permits and licenses that apply to your booth (see Required Permits page 4, for more information)
8. Food vendors & vendors interacting with the public (e.g. massage, children's activities, etc.) must submit a copy of your general liability insurance.
9. Submit application (pages 7 & 8 only) to:

**Zionsville Lions Club Fall Festival
P.O. Box 252
Zionsville, Indiana 46077**

Please include a stamped, self-addressed envelope for your confirmation letter with booth space information. We will include a flyer of the event for you to duplicate for your customers and your mailing lists. This is a two-day event. You are required to participate both days during stated times.

2010 Zionsville Lions Club Fall Festival
Vendor Application and Agreement

Group or Business
Name _____

Address _____ City _____ State _____ Zip _____

Business Phone _____ Cell Phone _____

Fax Number _____

E-mail Address _____ (print clearly please)

Not-for-Profit IRS # _____

Indiana Seller's Permit License # _____ (attach copy to application)

Have you participated in previous Fall Festival events? If yes, list event and year: YES NO

Do you have an entry in the Kiwanis Parade? (For parade info see page 2) YES NO

Detailed description of products to be sold promoted, displayed, or given away. Please include prices (or attach list). Only approved items will be included in agreement/ and or ads. (Craft vendors need to submit three photographs of your "wares") _____

_____ (Continue on back if necessary)

Drawings may not be held and microphones or other sound producing items may not be used without prior approval. If you wish to hold a drawing (includes raffles) or use a microphone or other sound producing item check below:

_____ Prize – Please list item(s) _____

_____ Drawing Please describe (use back of page is necessary) _____

_____ Microphone(s) Please List how many _____

_____ Other sound-producing device (i.e. TV stereo, instruments, etc.) Please list _____

Electrical information (this portion must be filled out even if your are bringing your own generator)

List all electrical equipment to be used at event for approval.

Due to limited power availability at the event grounds, **only 110-volt power will be available**. If using event-supplied electricity, each appliance, light, or piece of equipment must be on its own outlet.

Each booth will be inspected during each day to insure that generators are whisper-quiet, that all electrical cords are taped down or covered to insure event guests do not trip over them, and that generators are located behind your booth space.

It is important that the following information is complete and correct (continue on back)

Equipment Description:	Amps:	Voltage:	Watts:
1. _____	_____	110	_____
2. _____	_____	110	_____

If bringing your own generator, what type of generator will you be using?

Make _____ Model _____ Year _____

Please note that 220v will NOT be available

Please be advised: Any damage due to non compliance to Zionsville Lions Park electrical equipment usage will result in a charge for the cost of repairs.

Due to the nature of outdoor events, event-supplied electricity is not guaranteed. Any damage, or declined sales, caused by this loss of power is solely the vendor's responsibility.

Electrical hook up is additional 40.00 per outlet

Please complete the payment information:

Vendor Type from page 2

____ COMMERCIAL TENT SERVICES (INSIDE SPACE) \$150
____ COMMERCIAL BOOTH (OUTSIDE) \$100
____ KIDS CORNER \$100
____ CRAFT TENT SERVICES (INSIDE SPACE) \$150
____ CRAFT VENDOR (OUTSIDE) \$100
____ PET VENDOR \$100
____ FOOD VENDOR \$200*(*food vendors only - plus 20 % of gross receipts to Lions Park)

Booth Fee		\$ _____
Electricity: YES	NO	\$ _____
Total amount submitted:		\$ _____

PLEASE RETURN WITH PAYMENT AND ALL FORMS REQUESTED (pages 6-8):

The undersigned has read the regulations, which are hereby part of this contract, and by signature below agrees to adhere/abide by them. This agreement shall be construed pursuant to the laws of the state of Indiana. I realize if I, my company, or any of my workers or contractors violates any of the regulations, that I will automatically forfeit my vending space, the opportunity to sell products/ services, and that I am not guaranteed a refund of all the vending fees. The undersigned also certifies that he/she is authorized 1.) to execute on behalf of the group and 2.) to accept legal process on behalf of the group. The undersigned acknowledges that all information submitted in this application is correct, and agrees to indemnify and hold harmless the Zionsville Lions Club from all damages, liabilities, costs and expenditures, including attorney's fees and cost of defense, which may occur by reason of the undersigned's use of the park during an event. In addition, the Lion's Club should not be responsible for any injury, loss or damage that may occur to the vendor, or vendor's employees, or property from any cause whatsoever prior to, during, or subsequent to the period covered by the vending contract.

Signature _____

Print Name _____

Date _____

Remember to include a stamped, self-addressed envelope for your confirmation letter with booth space information. We will include a flyer of the event for you to duplicate for your customers and your mailing lists. This is a two-day event. You are required to participate both days during stated times.