



# Danville Tri Kappa's 20th Annual Fair on the Square

2018 Vendor Application

September 8th & 9th, 2018

Sat 9am-6pm Sun 10am-4pm

FOTS Co-Chairs: AnnaMarie Fallon & Kris Dodson

[DanvilleTriKappa@yahoo.com](mailto:DanvilleTriKappa@yahoo.com) or 317-927-TRIK(8745) please leave message

*\*Please see Instructions & Guidelines for further information*

## Vendor Information

Business Name	
Primary Contact Name	
Additional booth contact(s), if applicable	
Address	
Cell Phone number	May we text you? <input type="checkbox"/> Yes <input type="checkbox"/> No
Email ( <i>required</i> )	
Website, if applicable	

Does your business carry liability insurance?  Yes  No If so, please provide a Certificate of Insurance listing "Danville Tri Kappa" as additionally insured

Have you participated in Fair on the Square in the past?  Yes  No If so, what years? \_\_\_\_\_

## Booth Information

Are you selling items as a representative of a direct-sales business?  Yes  No

If yes, name of the business? \_\_\_\_\_

If yes, are you currently an active consultant with that company?  Yes  No

Would you be willing to offer a discount to race participants who stay to shop?  Yes  No

What type of products do you sell? (check all that apply)

<input type="checkbox"/> Arts & Crafts ( <i>JURIED</i> )	<input type="checkbox"/> Service Provider
<input type="checkbox"/> Handmade Crafts / Products ( <i>JURIED</i> )	<input type="checkbox"/> Non-Profit Organization
<input type="checkbox"/> Locally Grown/Produced Food Items	<input type="checkbox"/> Concessions
	<input type="checkbox"/> Small Business

Please describe the items you plan to sell, the mission of your non-profit or the service you plan to promote:

Please submit one picture of your booth and three pictures of the items you sell.

**Booth Request & Rental Fees**

Complete one column. **PLEASE CIRCLE ALL APPLICABLE FEES.**

<input type="checkbox"/> I request a SINGLE booth (10 ft wide by 15 ft deep)  Business Rate                 \$100 Non-Profit Rate                 \$50 Electric hook-up (110V)     \$20 (limited availability) Total Booth Rental:     _____	<input type="checkbox"/> I request a DOUBLE booth (20 ft wide by 15 ft deep)  Business Rate                 \$180 Electric hook-up (110V)     \$20 (limited availability) Total Booth Rental:     _____	<input type="checkbox"/> I request a CONCESSIONS booth  Booth Rate                         \$150 Requested electric for your booth: (included in price) <input type="checkbox"/> 50 amp <input type="checkbox"/> 20 amp Water hook-up                     \$10 Total Booth Rental:     _____
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Make check or money order payable to **Danville Tri Kappa**.  
 Please include the name of your business in the memo line.  
 Registration will not be considered complete until payment is received.

**Waiver (REQUIRED)**

The booth occupant and operator, and its, his, or her employees and agents shall indemnify Delta Kappa Chapter of Kappa Kappa Kappa, Inc. against any and all claims arising from any accidents, injury, or damage whatsoever, howsoever caused to any person or to any property occurring during the "Fair on the Square" in the present calendar year in, on, or about the booth or booths or on the area adjoining the booth rental space, and against all expenses, counsel fees, and liabilities incurred in connection with any such claim or any action or proceeding brought on any such claim. No booth occupant and operator, and its, his, or her employees and agents shall be under the age of eighteen (18) years of age.

By execution of this application, the booth vendor herein acknowledges its, his, or her indemnification agreement as herein provided.

I have read and agree to the attached Instructions & Guidelines

Name of booth owner/operator (printed): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Application Completion & Submission:**

<p><u>Please submit the following to complete application:</u></p> <input type="checkbox"/> Application with signed waiver <input type="checkbox"/> Booth Payment <input type="checkbox"/> Certificate of Insurance (List Danville Tri Kappa as Additionally Insured), if applicable <input type="checkbox"/> Photos of product & booth, if applicable	<p><u>Send items to:</u>                  Danville Tri Kappa                  P.O. Box 254                  Danville, IN 46122</p>
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Booth Reservations will not be secured without payment.



# 2018 Vendor Instructions and Guidelines

Fair on the Square is the largest fundraising event for Danville Tri Kappa, a not-for-profit organization of volunteers committed to charity, culture and education/scholarships in Indiana.

## 2018 Event Information

Fair on the Square will be held Saturday, September 8, from 9 a.m. to 6 p.m. and Sunday, September 9, from 10 a.m. to 4 p.m. The event will be located on the streets surrounding the Hendricks County Courthouse in Danville, Indiana. There will not be a rain date.

The Fair on the Square Half Marathon and 5K will be held on Saturday, September 8. The Half Marathon will start at 8:30 a.m. with the 5K following at 8:45 a.m. from the Courthouse Square.

## Keeping our goal of fundraising in mind, we have made the following changes for 2018:

- Fair on the Square will be a juried event. When you submit your application for a **juried booth**, be sure to **include one picture of your booth and three pictures of the items you will sell. This is required.**
- We will be giving priority to those exhibitors that feature fine arts, fine crafts, crafts/handmade items, homegrown products, antiques, collectibles and unique items for sale.
- We will not be guaranteeing return exhibitors.
- We will not be guaranteeing exhibitors the same booth locations as they have had in the past.
- We will only accept one exhibitor for each brand of direct sales.
- General liability insurance is always good to have in the event someone slips, falls or somehow gets hurt in your booth and the liability falls on you **or** if they or you cause damage. More than likely you are a small business and having the burden of paying out a claim could be detrimental. It is not required. Although we strongly suggest that if you don't have general liability insurance, you obtain it.
- If you have available, provide a copy of Certificate of Liability Insurance with Danville Tri Kappa as the Certificate Holder.

## Important Dates

- Completed application and payment by check or money order must be mailed by 8/1/2018 to:
  - Danville Tri Kappa  
P.O. Box 254  
Danville, IN 46122
- Confirmation and booth space assignments will be sent to Juried Booth Applicants via email on or about:
  - July 1 for applications received by June 1
  - August 15 for applications received by July 31
- Non-Juried Applicants will be notified by August 15
- NO refunds will be made after August 10.

## Booth Set Up

- All booths will be placed on streets made of concrete, asphalt and/or brick.
- Single booth spaces are 10 feet wide (side open to customer) and 15 feet deep. Double booth spaces are 20 feet wide and 15 feet deep.
- All exhibitors must provide their own tables, chairs, tents, signage, extension cords and other equipment as desired.
- All tents will be secured with at least 40-pound weights attached to each pole.
- Each exhibitor will receive a confirmation e-mail that specifies arrival and set up time specific to the exhibitor's booth location. Fair Committee members will schedule set up times that will allow for efficient set up.
- All exhibitors will be assigned a Friday evening set up time starting in 30 minute intervals between 7 p.m. and 9 p.m. with confirmation e-mail.
- Each exhibitor shall arrive and set up at the designated time. Please do NOT arrive earlier than the time specified in the confirmation e-mail.
- Exhibitors may choose to set up on Saturday morning between 7 and 8 a.m. instead of their assigned Friday time. However, be aware that the Hendricks County Half Marathon will be occurring that morning with the starting line located at the corner of Washington and Marion Streets. Plan for extra foot traffic, congestion and nearby street closures during the early morning hours on Saturday.
- Booths are welcome to open early for the Fair on the Square Half Marathon and 5K shoppers.
- Each exhibitor must unload his or her vehicle at the booth space and then remove his or her vehicle from the Square immediately. Do NOT attempt to set up the booth with your vehicle present.
- Tri Kappa will have representatives available during Friday and Saturday set up times. Those representatives will have a complete list of all participating exhibitors, as well as their booth space assignments and locations. Maps of booths will not be available prior to booth set up.
- All exhibitors should keep their booths clear of trash throughout the fair.

## Booth Tear Down Requirements

- Exhibitors must not begin tearing down their booths prior to the end of the Fair at 4 p.m. on Sunday.
- No vehicles will be allowed on the Square until after 4 p.m. on Sunday.
- Booths must be torn down prior to your vehicle being on the Square.

- All exhibitors MUST be completely cleared off the Danville Town Square by 6 p.m. on Sunday. NO EXCEPTIONS.
- Exhibitors should clear their booth spaces of all trash at the end of the fair. Exhibitors are responsible for disposing of unwanted items in the appropriate containers provided in the fair area.

## Information for All Booths Selling Food Items

- All exhibitors offering food items for sale will be required to make application and payment – if applicable and at their own expense – for the appropriate health permit through the Hendricks County Health Department in Danville, Indiana.
- Health permits are required for not-for-profit organizations. Not-for-profit booths are fee exempt, unless otherwise mandated by the Health Department.
- Due to the complexity of exemptions, please contact the Hendricks County Health Department food specialist before applying for a health permit. Contact Lisa Chandler at lchandler@co.hendricks.in.us OR 317-745-9217.
- Exhibitors selling food items must have a receipt that they have paid for their health permit. A Health Department representative will make inspections starting Saturday 9:00 - 9:30 a.m. and issue permits after inspection has been completed.
- Concession items for sale are approved on a first come, first serve basis. There will be NO exact duplication of food items in concession booths.

## Staffing of Booths

- All booths must be set up, staffed and ready for business by 9 a.m. on Saturday and 10 a.m. on Sunday.
- All exhibitors are required to man their booths at all times throughout the fair.
- Danville Tri Kappa will have booth sitters available to assist you when needed.
- All exhibitors must be 18 years old or older.

## Other Important Information

- Full-time official security will be provided 9 p.m. Friday night. to 7 a.m. Saturday morning. Security will also be present from 8 p.m. Saturday to 8 a.m. Sunday.
- Motorized and Non-Motorized modes of transportation are prohibited on any street occupied by pedestrians on Saturday 8 a.m. to 6 p.m. and Sunday 9 a.m. to 4 p.m.
- Vehicles restocking booths on Sunday morning must be off the Square by 9 a.m.
- Portable restrooms will be available south of Marion Street on Washington Street.

## Event Contacts

Delta Kappa Chapter of Kappa Kappa Kappa Inc.  
 DBA Danville Tri Kappa  
 P.O. Box 254  
 Danville, IN 46122

Email (please try this first): danvilletrikappa@yahoo.com  
 Cell (for urgent needs): 317-927-8745