



2020 MANCHESTER ALIVE HARVEST ARTS FESTIVAL

Vendor/Exhibit Space Agreement

Vendors must provide the Harvest Arts Festival Committee with a Certificate of Insurance, naming Manchester Alive as an additional insured party. **APPLICATION WILL NOT BE ACCEPTED WITHOUT CERTIFICATE.** Manchester Alive will not be responsible for any lost, damaged, or stolen equipment or property. Manchester Alive will not be responsible for injuries or damages incurred by participating vendors. I/we have read this agreement and agree to hold harmless the Town of North Manchester, IN; the North Manchester Parks and Recreation Department; Manchester Alive/Manchester Main Street, their representatives and officials; and other organizations and committees associated with the operation of the Harvest Arts Festival.

1. This Agreement is for **outdoor street space only**. Manchester Alive Harvest Arts Festival **will not supply** extension cords, tables or other equipment for set up. Only 110-volt electricity is available. Please note on your contract if electricity will be needed so that we may plan accordingly (additional \$5.00 fee). Manchester Alive Harvest Arts Festival Committee **will not** be responsible for manpower needed to place trailers and equipment.
2. **Game, Craft and Commercial Vendor spaces** will be approximately 10' x 12'. And will rent for \$45 each. Please mark below how many 10' x 12' spaces you need. Additional \$5 for 110v electricity. Must submit certificate of insurance with application. Vendors must submit payment by September 25, 2020 to guarantee a space. Set-up times will be as follows: Saturday, 8:30am – 9:30am. Booth Hours: Must be open 10 a.m. - 6 p.m. Saturday, October 3, 2020. No teardowns prior to 6 p.m. on Saturday unless instructed otherwise by the North Manchester Harvest Arts Fest Committee personnel.
3. **Food Vendor spaces** will be designed to fit trailer needs and will rent for \$75 and include 110v electricity and water if needed. Please mark electricity and water below. Must submit certificate of insurance with application. We reserve the right to limit the amount of small appliances that can be used. Vendors must submit payment by September 25, 2020 to guarantee a space. Set-up times will be as follows: Saturday, 8:30am – 9:30am. Booth Hours: Must be open 10 a.m. - 6 p.m. Saturday, October 3, 2020. No teardowns prior to 6 p.m. on Saturday unless instructed otherwise by the Manchester Alive Harvest Arts Festival Committee personnel.
4. Storage trailer space must be ordered in advance and will be allocated on a first come, first served basis. Please list this separately on the form.

5. Vendors must submit a list of items they are intending to sell. No inappropriate items will be approved. The list must be submitted with this agreement.
6. **Food Vendors** will be required to register with the Wabash County Board of Health, and must obtain the necessary permits required by law.

Wabash County Board of Health Dept – 89 W Hill Street, Wabash, IN 46992
Phone: 260-563-0661 Ext. 1249 Rich Mofield – rmofield@wabashcounty.in.gov

7. **Booth Hours:** Must be open 10 a.m. - 6 p.m. Saturday, October 3, 2020. No teardowns prior to 6:00 p.m. on Saturday unless instructed otherwise by Manchester Alive Harvest Arts Festival Committee personnel.
8. **Set-up times** will be as follows: Saturday, 8:30 – 9:30 a.m. Following setup, all vehicles should be removed from festival grounds to designated vendor parking lot. Deadline for removal of ALL vehicles from festival grounds will be 9:30 a.m. Saturday. Special parking needs **SHOULD BE CLEARED** with festival committee **PRIOR** to your arrival especially if you have a storage trailer.
9. **Placement for vendors** in all areas is at the discretion of Manchester Alive Harvest Arts Festival Committee. **Assigned spaces cannot be changed.**
10. Manchester Alive Harvest Arts Festival will not be responsible for any equipment left on the festival site after teardown Saturday afternoon. Manchester Alive Harvest Arts Festival Committee is not responsible for lost, stolen or damaged items, equipment, etc. Manchester Alive Harvest Arts Festival is not responsible for accidents or injuries.
11. **Payment in full must accompany this Agreement.** Make checks payable to: Manchester Alive. Send to Manchester Alive Main Street Chamber Alliance, 109 N. Market Street, North Manchester, IN 46962. Questions: call (260) 982-7644.
12. Operators will be limited and acceptance for all vendors will be at the discretion of the Manchester Alive Harvest Arts Festival Committee.
13. Absolutely no Silly String, Snaps or other explosive type items may be sold at the Manchester Alive Harvest Arts Festival. **SALE OF HANDMADE GOODS ARE PREFERRED AND WILL BE GIVEN PRIORITY.**
14. Sharing, trading or selling a contracted booth space or selling non-authorized items is strictly forbidden without the written approval of Manchester Alive Harvest Arts Festival Committee.
15. Non-compliance of the rules as outlined in this agreement or in further written notices will result in removal of vendor with no refund due vendor.

16. **Fire Code Compliance:** Food vendors must have the appropriate fire extinguisher located inside the food booth at all times and it must be visible. Vendors that are cooking with any type of grease or oil must have a K type extinguisher. All other vendors are required to have at least an ABC type extinguisher. Food trailers that have hood systems must be prepared to show proof of certification that their trailer has been inspected and certified within the past six (6) months.
17. **Cancellations:** Full refunds will be given through September 21st, 2020 prior to the festival event. The Manchester Alive Harvest Arts Festival Committee must approve all other refunds.

Please complete the following Vendor Space Contract and return it to Manchester Alive. Also include your Insurance Certificate and payment. Credit card payments may be made by calling the Manchester Alive office at 260-982-7644.

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VENDOR CONTRACT

Please complete the following Vendor Space Contract and return it to the Manchester Alive: Main Street Chamber Alliance by September 25, 2020. Include your Insurance Certificate and payment.

BUSINESS NAME _____

NAME OF CONTACT PERSON _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____ CELL _____

E-MAIL ADDRESS _____

NON FOOD VENDORS:

NUMBER OF 12' SPACES _____ @ **\$45.00 EACH**

ELECTRICITY NEEDED (**ADDITIONAL \$5.00 FEE**) _____ YES _____ NO

FOOD VENDORS:

NUMBER OF 12' SPACES _____ @ **\$75.00 EACH**

ELECTRICITY NEEDED _____ YES _____ NO WATER NEEDED _____ YES _____ NO

SIZE OF TRAILER (FOR SPACE NEEDED) _____

The entry fee for _____ booth (s) is enclosed. Total Enclosed \$ _____

All checks should be made payable to: Manchester Alive

Please list all the items you will be selling. Only items listed may be sold:

Vendors must provide the Harvest Arts Festival Committee with a Certificate of Insurance, naming Manchester Alive as an additional insured party. Manchester Alive will not be responsible for any lost, damaged, or stolen equipment or property. Manchester Alive will not be responsible for injuries or damages incurred by participating vendors. I/we have read this agreement and agree to hold harmless the Town of North Manchester, IN; the North Manchester Parks and Recreation Department; Manchester Alive/Manchester Main Street, their representatives and officials; and other organizations and committees associated with the operation of the Harvest Festival. APPLICATION WILL NOT BE ACCEPTED WITHOUT INSURANCE CERTIFICATE.

Applicant's Signature

Date

Accepted / Denied

Mail this form and a check or money order to:

Manchester Alive Main Street Chamber Alliance
109 N. Market Street, North Manchester, IN 46962
260-982-7644 – office@manchesteralive.org

Amount Paid:	Date Paid:	Accepted By:
Certificate of Insurance Rec'd:	Date:	Accepted By:
Accepted or Denied:	Date:	Accepted By: