



20__ MANCHESTER ALIVE SUMMER FEST Vendor/Exhibit Space Agreement

Vendors must provide the Manchester Alive Summer Fest (Festival) 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/North Manchester Main Street Chamber Alliance, their representatives and officials; and other organizations and committees associated with the operation of the Manchester Alive Summer Fest.

1. This Agreement is for **outdoor space only at any of the festival venues**. Manchester Alive Summer Fest **will not supply** extension cords, tables or other equipment for set up. Please note on your contract if electricity will be needed so that we may plan accordingly. Manchester Alive Summer Fest **will not** be responsible for manpower needed to place trailers and equipment.
2. Game, Craft and Commercial Vendor spaces will be approximately 12' x 12'. Spaces are available with or without electricity. Spaces will rent at:

\$50/no electricity	\$60/110v electricity	\$85/220v electricity.
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 Please mark below how many spaces you need. Must submit certificate of insurance with application. Vendors must submit payment by July 19, 2021 to guarantee a space. Set-up times will be as follows: **Friday, July 30:** 1-3pm. Booth Hours: Must be open 4-10pm on Friday. **Saturday, July 31:** 8:30-9:30am. Booth Hours: Must be open 10am – 10pm. No teardowns prior to 10pm on Friday or Saturday unless instructed otherwise by the Manchester Alive Summer Fest personnel. **Forfeiture of rent for a NO SHOW.**
3. Food Vendor spaces will be designed to fit trailer needs and will rent for \$75 plus 10 % of gross sales if 110v electricity is used, or for 15% of gross sales if 220v electricity is used. Booth rental of \$75.00 must be returned with this signed agreement. 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 July 19, 2021 to guarantee a space. Set-up times will be as follows: **Friday, July 30:** 1-3pm. Booth Hours: Must be open 4-10pm on Friday. **Saturday, July 31:** 8:30-9:30am. Booth Hours: Must be open 10am – 10pm. No teardowns prior to 10pm on Friday or Saturday unless instructed otherwise by the Manchester Alive Summer Fest personnel. **Forfeiture of rent for a NO SHOW.**

4. 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

5. There will be on-site inspections by the board of health during set-up and festival hours. Compliance by the vendors is necessary before food sales and service will be permitted at this festival.
6. 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.
7. Raffle vendors will be limited to not-for-profit and/or service-oriented organizations. Raffle vendors must be registered with the State of Indiana Gaming Commission.
8. 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.
9. Vendors must submit list of items they are intending to sell, along with a photograph of your unit. No inappropriate items will be approved, i.e. toy guns, etc. This list must be submitted with this agreement. A space has been provided for the vendor's convenience on the last page of this agreement.
10. Booth Hours: **Friday, July 30:** Must be open 4-10pm on Friday. **Saturday, July 31:** Must be open 10am – 10pm. No tear-downs prior to 10pm on Friday or Saturday unless instructed otherwise by the Manchester Alive Summer Fest personnel. **Forfeiture of rent for a NO SHOW.**
11. Set-up times will be as follows: **Friday, July 30:** 1-3pm. **Saturday, July 31:** 8:30-9:30am. Following setup, all vehicles should be removed from festival grounds to designated vendor parking lot. Special parking needs **SHOULD BE CLEARED** with the Festival **PRIOR** to your arrival especially if you have a storage trailer.
12. Placement for vendors **applications will be reviewed and spaces will be assigned according to utility needs and space requirements.** Once a vendor space is assigned by the Festival, it may not be arbitrarily changed. There will be NO guarantee of the same vendor space from year to year.
13. Operators will be limited and acceptance for all vendors will be at the discretion of the Manchester Alive Summer Fest. Duplication of products/services will be allowed up to two (2).
14. Sharing, trading or selling a contracted booth space or selling non-authorized items is strictly forbidden strictly prohibited.

15. Absolutely no Silly String, Snaps or other explosive type items may be sold at the Manchester Alive Summer Fest. Absolutely NO SPIKES to be drilled into the asphalt of the street for tents or canopies. All vendors must vacate festival area by midnight on Saturday, July 31.
16. Vendors are responsible for cleaning the areas around their booths, for dumping their trash articles in the containers provided by the Festival behind the Manchester Alive office. DO NOT USE THE DUMPSTER BEHIND MR. DAVE'S RESTAURANT! All vendors agree to conduct themselves appropriately.
17. Manchester Alive Summer Fest will not be responsible for any equipment left on the festival site after teardown Saturday night. Manchester Alive Summer Fest is not responsible for lost, stolen or damaged items, equipment, etc. Manchester Alive Summer Fest is not responsible for accidents or injuries.
18. **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.
19. Cancellations: Full refunds will be given through June 1, 2021 prior to the festival event. The Manchester Alive Summer Fest must approve all other refunds.
20. No Overnight Parking, Sleeping or Camping will be allowed in the festival area downtown, on personal / business property or in the North Manchester City Park.
21. Non-compliance with the rules as outlined in this agreement or in any additional addendums or written notices to said vendors may result in removal of undersigned vendor from the Festival venue, with no refund of fees due vendor.
22. The undersigned vendor agrees that the Festival may revoke this Agreement at any time and that vendor's damages, if any, will be limited to a refund of fees paid.

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.

2021 MANCHESTER ALIVE SUMMER FEST

VENDOR CONTRACT

Please complete the following Vendor Space Contract and return it to the Manchester Alive: Main Street Chamber Alliance by July 19, 2021. 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 12x12'' SPACES _____ @ **\$50.00 EACH**

NUMBER OF 12x12'' SPACES WITH 110V ELECTRICITY _____ @ **\$60.00 EACH**

NUMBER OF 12x12'' SPACES WITH 220V ELECTRICITY _____ @ **\$85.00 EACH**

FOOD VENDORS:

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

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

SIZE OF TRAILER (FOR SPACE NEEDED) _____ SERVING SIDE _____

Utility Needs:

Electric _____ 110v – w/ 1 plug in (15 amp-ground)

Electric _____ 30amp/220v (LIMITED) _____ 60amp/ 220v

Water _____

Rental fee for _____ booth(s) 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 Manchester Alive Summer Fest 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/North Manchester Main Street Chamber Alliance, their representatives and officials; and other organizations and committees associated with the operation of the Manchester Alive Summer Fest. 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

Booth Rental Amount Paid:	Date Paid:	Accepted By:
Utility Request:	Electrical:	Water:
Certificate of Insurance Rec'd:	Date:	Accepted By:
Accepted or Denied:	Date:	Accepted By: