



## 20\_\_ MANCHESTER ALIVE HARVEST FEST

### Vendor/Exhibit Space Agreement

**Vendors must provide the Manchester Alive Harvest 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 Harvest Fest.**

1. This Agreement is for **outdoor space only at any of the festival venues**. Manchester Alive Harvest 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 Harvest 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	\$55/110v electricity	\$75/220v 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 September 24, 2021 to guarantee a space. Set-up times will be as follows: Saturday, 8:30 – 9:30am. Booth Hours: Must be open 10am – 4pm Saturday, October 2, 2021. No teardowns prior to 4pm on Saturday unless instructed otherwise by the Manchester Alive Harvest Fest personnel. **Forfeiture of deposit 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 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 September 24, 2021 to guarantee a space. Set-up times will be as follows: Saturday, 8:30-9:30am. Booth Hours: Must be open 10am – 4pm Saturday, October 2, 2021. No teardowns prior to 4pm on Saturday unless instructed otherwise by the Manchester Alive Harvest Fest personnel.

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](mailto: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: Must be open 10am- 4pm Saturday, October 2, 2021. No teardowns prior to 4pm on Saturday unless instructed otherwise by Manchester Alive Harvest Fest personnel. **Forfeiture of deposit for a NO SHOW.**
11. Set-up times will be as follows: Saturday, 8:30 – 9:30am. 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 9:30am Saturday. 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 Harvest 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 Harvest Fest. Absolutely NO SPIKES to be drilled into the asphalt of the street for tents or canopies. All vendors must vacate festival area by 7pm on Saturday, July 31. **SALE OF HANDMADE GOODS ARE PREFERRED AND WILL BE GIVEN PRIORITY.**
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 Harvest Fest will not be responsible for any equipment left on the festival site after teardown Saturday afternoon. Manchester Alive Harvest Fest is not responsible for lost, stolen or damaged items, equipment, etc. Manchester Alive Harvest 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 September 20, 2021 prior to the festival event. The Manchester Alive Harvest 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 HARVEST FEST

## **VENDOR CONTRACT**

**Please complete the following Vendor Space Contract and return it to the Manchester Alive: Main Street Chamber Alliance by September 24, 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 \_\_\_\_\_ @ **\$55.00 EACH**

NUMBER OF 12x12'' SPACES WITH 220V ELECTRICITY \_\_\_\_\_ @ **\$75.00 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:

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\_\_\_\_\_  
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

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