



**JUNE 23-24,
2023**



Booth Information, Application & Agreement

Dear Booth Operator:

Thank you for your interest in the 2023 New Pal Summer Fest! This 2 day event is the annual highlight for our community and we appreciate your willingness to participate. Completed applications & payment are due May 13. *Please write legibly, and read entire app and rules.

Booth Set Up: Friday, June 23 or Saturday, June 24

Food Vendors: Friday Setup 1:00-3:30pm | Sat. Setup 8:00 - 11:00 AM

All Other Vendors: Friday Setup 12:00-3:30pm | Sat. Setup 10:00 AM - 12:30 PM

Booth Open Times: Friday 4:00-9:00pm
Saturday 1:00 - 8:00 PM

*You may choose to set up 1 or both days. Price includes both days.

Booth Sizes: 10'x10' or 10'x20' (Anything larger will be considered upon request)

Non-Compete Policy: Non-Food Vendors cannot sell the exact same product. The festival will allow products that are similar as long as they are diverse enough. A waiting list will be in place.

The Vendor Committee will evaluate all applications and you will be notified of acceptance via email. If you have any questions, contact Janet Andrew at 317-294-3652 or janetmcrouch@yahoo.com.

Please note, **NO REFUNDS** will be issued.

We look forward to working with you!

Sincerely,

The New Pal Summer Fest Vendor Committee
newpalsummerfest@gmail.com

NEW PAL SUMMER FEST BOOTH RULES

Please read all rules and regulations carefully.
It is your responsibility to see that all rules are followed.

WATER: No water will be available on site. Be prepared to provide your own and be able to transport. (Parking is quite far from vendor space)



ELECTRIC/POWER: Power to booths will be an additional charge of \$50. You are required to list EACH item and the specific amps each item pulls. If for some reason the festival is unable to obtain electrical power, vendor usage will be considered, but not guaranteed. Make sure application electrical information is accurate and complete. IF vendor electrical needs are met by the festival, 20 amps will be the maximum provided.



INSURANCE: All Food Vendors and Commercial Business Vendors MUST carry liability insurance to participate. A minimum of \$1,000,000 liability coverage is required with the following additional insureds named:

New Palestine Main Street
11 East Main Street
PO Box 407
New Palestine, IN 46163

Insurance verification may be sent separately from application, but must be received by May 20, 2023. If you have any questions regarding insurance, contact Julie Lucas at 317-620-1436 or newpalsummerfest@gmail.com



HEALTH PERMITS: Vendors selling ANY type of food must obtain a permit from the Hancock County Health Department. Contact for more information:

Hancock County Health Department
111 American Legion Place
Greenfield, IN 46140
317-477-1125
www.hancockcoingov.org



FIRE CODE: The State of Indiana has adopted the Federal Fire Code for Festivals and Fairs enforced by The Indiana Fire Marshall. Please read and implement the attached Sugar Creek Fire Code. (See Page 5)

NEW PAL SUMMER FEST BOOTH RULES CONT.

1. Fire, Health, and Electrical inspections for ALL booths will take place during booth setup between 10:45AM - 12:30PM. A booth representative must be available during these hours. Each booth will be given an approved inspection ticket that must be visibly displayed.
2. All booths must be operated and attended during the scheduled hours of Friday, June 23 from 4-9pm and Saturday, June 24 from 1:00-8:00PM. Booths should only be dismantled on the allocated time you receive with your confirmation information. All items must be removed no later than Sunday, June 25 at 9:00am.
3. All booths offering a raffle, drawing, or giveaway MUST obtain a Gaming License through the Indiana Charity Gaming Commission. Applications can be lengthy, apply ASAP. Applicable booths must have gaming license posted in booth at all time. Violations will automatically result in loss of booth space.
www.in.gov/igc OR 317-232-4646
4. All booths must visibly display name of booth, sponsoring organizations, and provided booth number.
5. The following items are NOT PERMITTED in festival area: drugs, drug paraphernalia, alcohol, glass bottles, guns, knives, snap pops, silly string, fireworks, disruptive speakers, radios, sound systems or bullhorns. In addition: no slides, posters, movies, or materials that may be considered offensive will be allowed.
6. Booths should have three sides and a roof, and be in compliance with the Indiana Fire Code regulations. (See Page 5)
7. The New Pal Summer Fest reserves the right to move booth locations, and set the placement of booths within the designated area. In addition, we reserve the right to refuse or reject any booth at any time for rules violation or questionable operations.
8. Remove all vehicles from vendor area by 12:30pm. After 12:30pm, no vehicles, golf carts, etc. will be allowed in vendor area. Any restocking will have to be carried or done with wagon or cart.
9. Booth operators are required to stay within the boundaries of contracted booth space. Vendors may not sell or distribute from back or outside of booth. Walking vendors are not allowed. This will be enforced by the New Palestine Police Department.
10. The committee will attempt to locate booths of downtown businesses as close to store front as possible.

NEW PAL SUMMER FEST BOOTH RULES CONT.

11. Electric heaters are not allowed. See booth electric requirements on Page 4.
12. Booth operators must provide their own trash container appropriate for the needs of their operation. Trash can be emptied in roll-off dumpsters. New Pal Summer Fest trash cans are not to be used by vendors.
13. Do not dump or place any liquids or grease into gutters, grates, around trees, sewers, sidewalk or street. A special depository will be provided.
14. No stakes are to be driven in the ground or pavement. There will be a \$50 fine per stake. We suggest sandbags or weights to secure canopy.
15. New Pal Summer Fest reserves the right to delay or cancel the hours of booth operation in the event of inclement weather or unforeseen circumstances.
16. Private Property Owners/Vendors: An application must be completed along with written permission from the property owner authorizing any vendor to sell food or merchandise on private property. There is a \$50 application fee per vendor. Vendors set up on private property will adhere to all enclosed rules, regulations, and subject to inspection of the area.

The Vendor Committee will not guarantee any booth space location. We will make every effort to accommodate all applications that meet the requirements of New Pal Summer Fest.



NEW PAL SUMMER FEST BOOTHS ELECTRIC PRIORITY NATIONAL ELECTRIC CODE

- Booth rental space may have the option of 1-15 amp (110V) circuit breaker ONLY.
- Booth operators must supply 12/3 SJOW factory sealed cord for their booth space to electric panel. (2) 100 foot cords only.
- Booth operators must provide a means to turn power on/off within their booth space. This can be a power strip with on/off switch.
- Electric cords must be tagged with booth number. These tags will be supplied in your booth packet.

SUGAR CREEK FIRE REQUIREMENTS

All canopy or tent booths must be in compliance with currently adopted Indiana Fire Code. The booth operator shall have proof by an approved testing laboratory certifying that the tent or canopy and tension membrane structures, sidewalls, drops, and tops of temporary membrane structures, canopies, and tarpaulins, floor covering buntings, combustible decorative materials and effects shall be composed of flame-resistant materials in accordance with NFPA701. This code will be enforced with tent booths using electrical devices to keep food or beverage warm. Example- crock pots, coffee pots, etc.

1. All tents and booths must be current with fire codes for Indiana.
2. No straw, hay bales, or corn shucks in booth area. All decorative materials shall comply with state fire codes.
3. Tents or canopies may use steam tables or sterno candles if they have proper containment receptacles; Fire Inspector will have final approval.
4. All booths cooking food with propane will be required to be in a wood booth or approved food concession trailer.

Wood booths will be classified as Class 1 structure and shall have permanent wiring. In addition, all wood booths that have open flames, grills, deep fat fryers, or any other vapor producing cookers that produce flammable or nonflammable gases shall have hood suppression cover with a ventilation system. Any compressed gas cylinder tank must separate from wood booth. Separation distance is based on tank size. A maximum sized 25-gallon tank or less must have 5ft separation from wood booth and any other structure. Booths using compressed gas cylinders, flammable and nonflammable gasses, will have the container marked with the name of the gas contained. All cylinders in service or storage must be secured to prevent from falling over or being knocked over. This includes helium tanks.

5. All craft, commercial, direct sales, and non-profit booths shall have a portable fire extinguisher with a minimum rating of 2A-IOB-C. (1) 5lb multipurpose dry chemical or (2) 2.5lb multipurpose dry chemical extinguishers are acceptable.

6. ALL BOOTHS PREPARING FOOD must have a sodium bicarbonate or potassium bicarbonate dry-chemical type portable fire extinguishers with a minimum rating of 40BC-C or Type K extinguisher.

***COMMON DRY CHEMICAL FIRE EXTINGUISHERS WILL NOT MEET THIS REQUIREMENT**

7. Booths MAY NOT operate until inspection and certification has been given. Booth operator must be present for inspection.
8. Provided 'No Smoking' and 'Booth Number' signs must be posted in all booths.
9. No gas, electric, or any cooking appliance will be allowed behind booth space.

2023

NEW PAL SUMMER FEST

VENDOR APPLICATION



June 23-24, 2023

Completed Applications due May 13

Contact Name :

Business Name :

Address :

City : Zip :

E-Mail : Phone :

Day(s) You Are Participating: Friday Saturday Both

SELECT THE CATEGORY THAT APPLIES TO YOUR BOOTH

Food/Drinks (\$300)

Commercial (\$200)
For Profit Business

Other (\$100)
Non Profit, Crafts,
Direct Marketing, etc.

Booth Size

10 x 10

10 x 20

Other (Anything larger needs pre-approval)

TOTAL Booth Size, Food Truck Size, etc. (Be specific ie trailer including hitch):

Do you need electrical?

No Yes (\$50)

Description of equipment: _____

Amps Voltage/Pull (110, 1-15 Amps): _____

*Vendor needs to supply their own 100' extension cord. Only TWO cords per booth.

Will you be using a generator?

No Yes (If loud, you may be asked to move)

Are you interested in purchasing bags of ice on site?

No Yes (\$5/Bag) # Needed _____
Include payment with vendor fee

Food Vendor- Do you have a specific side you serve from? Please explain:

Food Vendor- Do you cook with propane fuel?

No Yes



Total Vendor Fee: \$ _____

Payment Type

Check: Make Payable to New Palestine Main Street

Cash (Do not mail)

Online: www.NewPalestineMainStreet.com



Return application, agreement, and payment to:

New Palestine Main Street
PO Box 407
New Palestine, IN 46163

OR

Scan & Email to
janetmcrouch@yahoo.com

*Booth is not guaranteed until payment is received.

Anyone renting space at New Pal Summer Fest, hereafter referred to as a Vendor, by signing this agreement hereby accepts the above form selections and the following Terms and Conditions.

Signature: _____

Date: _____

TERMS & CONDITIONS

I, the undersigned, certify the information provided on my application to be true and factual to the best of my knowledge.

I have read and understood the rules of operation, and I will see that they are obeyed at all times. (Copy of rules can be found at newpalmainstreet.com) *Initial*

I accept the responsibility for the safety and security of my booth. *Initial*

1. New Pal Summer Fest grants to Vendor the use/rental of booth space at the New Pal Summer Fest for the festival period of June 23-24, 2023.
2. At all times relevant to this Agreement, Vendor agrees to comply with any and all applicable federal, state, county, and city laws, ordinances, rules and regulations (the "Laws"), and also any and all rules and regulations and policies adopted by New Pal Summer Fest or its designated committee (the "Rules"), whether now existing or subsequently adopted.
3. This Agreement shall be subject to termination by New Pal Summer Fest without notice or hearing upon any violation of the Laws and/or Rules by Vendor, or its agents, employees, or other designees.
4. Vendor hereby indemnified, defends, and holds harmless New Pal Summer Fest, its officers, agents, contractors, and employees from any and all claims, demands, actions, causes of action, suit or proceeding for loss or damage incurred, either in whole or in part, but the negligence or willful misconduct of Vendor, its officers, agents, contractors and employees.
5. Vendor, for itself and its officers, agents, contractors, and employees, their respective successors, assigns, heirs and/or personal representatives, hereby releases New Pal Summer Fest, its officers, agents, contractors, and employees from any and all liability for any claims, demands, actions, causes of action, suit or proceeding for any loss or damage suffered by Vendor, its officers, agents, contractors and employees, arising out of Vendor's participation in the New Pal Summer Fest.
6. Food & Commercial Vendors are required to provide a Certificate of Liability Insurance. Vendors shall provide \$1,000,000 per occurrence naming New Palestine Main Street listed as Additional Insured.
7. In addition to liability of insurance, All Food Vendors must have Hancock County Health Department Certificate on file before you will be allowed to set up.

All Vendors or any organization contracting for or using booth space shall and will indemnify and hold harmless New Palestine Main Street and any and all persons acting as festival organizers, promoters, volunteers, etc. from and against any and all loss, damage, claim for damage, liability, expense or cost which arises out of or is in any way connect with the Vendor's temporary booth during this special event.

Authorized Signature: _____ Date: _____

Name Printed: _____ Phone & Email: _____

VENDOR APPLICATION CHECKLIST



Applications are due May 13

Return to:

New Palestine Main Street
PO Box 407
New Palestine, IN 46163

OR

Scan & Email to
janetmcrouch@yahoo.com

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Complete ALL Requirements on Application and Include:

- Completed Application (Pages 6 & 7)
- Initialed and Signed Terms & Conditions (Page 8)
- Payment (Including all fees)
- Certificate of Insurance for Food Vendors & Commercial Businesses
Can be submitted separately before May 20
- Health Permit for Food Vendors

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If application is not completed or submitted in full including payment,
there is no guarantee you be part of New Pal Summer Fest.

We look forward to working with you!



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Questions?
Janet Andrew 317-294-3652
janetmcrouch@yahoo.com