

SWISS WINE FESTIVAL, INC.
2018 ARTS & CRAFTS AND COMMERCIAL POLICY

1. DATES & TIMES:

Thursday, August 23, 2018
Friday, August 24, 2018
Saturday, August 25, 2018
Sunday, August 26, 2018

BOOTHS TO BE OPEN:

5:00pm to 9:00pm
3:00pm to 10:00pm
11:00am to 10:00pm
11:00am to 6:00pm

FESTIVAL HOURS:

5:00pm to 10:00pm
3:00pm to 2:00am
10:30am to 2:00am
10:30am to 6:30pm

2. SET-UP: (Please adhere to the following Set-up Schedule)

Wednesday, August 22, 2018 3:00pm to 8:00pm OR
Thursday, August 23, 2018 8:00am to 2:30pm (Vehicles must be moved out by 3:30pm) OR
Friday, August 24, 2018 7:30am to 12:30pm (Vehicles must be moved out by 1:00pm)

You may open earlier or stay later. Set-up on Wednesday, August 22, 2018 & Thursday, August 23, 2018 is optional.

Exhibitors MUST arrive in sufficient time to completely set-up by Thursday at 2:30pm or Friday at 12:30pm.

All vehicles must be moved to a designated parking area BY 3:30PM ON THURSDAY AND BY 1:00PM ON FRIDAY.

NO AFTER HOURS CHECK-IN. LATE ARRIVALS WILL NOT BE ACCEPTED!

3. DEADLINE:

JULY 1, 2018 (All applications postmarked after **JULY 1, 2018** will be charged \$150 per booth space)

4. FEES:

\$100 per booth space if postmarked by July 1, 2018 (\$75.00 for Switzerland County residents)

This fee includes 120-Volt electric 20 amps. Payment in full must accompany signed application. **Make check payable to Swiss Wine Festival, Inc. NO REFUNDS WILL BE MADE AFTER AUGUST 1, 2017.**

ONLY CASH OR MONEY ORDER WILL BE ACCEPTED AFTER AUGUST 15, 2018. Refunds are not made if inclement weather is experienced during the course of the festival.

5. BOOTH SIZE:

12' wide (frontage) X 10' deep (open on 12' side only) It is essential that displays conform to exact space allotted (including trailer tongues and awnings). Selling area is limited to the 12' x 10' space. If additional space is needed we offer a limited amount of areas that have additional space behind the purchased space. These can be purchased for an additional \$35 per space.

6. TAX RATE:

Each exhibitor is responsible for collecting Indiana State Sales Tax on all sales made. Indiana Department of Revenue agents may be present at the festival. As a vendor at an event in Indiana, you must register with the Indiana Department of Revenue to be a registered retail merchant. You can easily obtain a Registered Retail Merchant Certificate (RRMC) by completing a Business Tax Application (BT-1) at

<https://secure.in.gov/apps/dor/bt1/>.

7. GENERAL RULES:

A. NO PREPARED FOOD OR BEVERAGES ARE TO BE SOLD IN BOOTH SPACE.

B. ABSOLUTELY NO ILLEGAL ITEMS, OBSCENE MATERIAL, CONTROLLED SUBSTANCES, DRUGS, DRUG PARAPHERNALIA, ALCOHOLIC BEVERAGES, NO KNIVES OF ANY KIND, GUNS, AMMUNITION, FIREWORKS, PROJECTILES, INFLATABLES, STINK BOMBS, SILLY STRING, DISAPPEARING INK, TOBACCO PRODUCTS INCLUDING VAPOR PRODUCTS, LIVE ANIMALS, OR ANY OTHER ITEM THE SWISS WINE FESTIVAL, INC. MAY DEEM INAPPROPRIATE WILL NOT BE ALLOWED. THE SWISS WINE FESTIVAL MAY LIMIT ITEMS OR WARES OFFERED FOR SALE AT THE FESTIVAL. These restrictions will be strictly enforced.

C. The Swiss Wine Festival, Inc. has final approval of all items to be sold and booth set-ups. Any exhibitor found displaying items not shown on the submitted application or items against Swiss Wine Festival, Inc. policy will be asked to remove offending items, and/or will be prohibited from conducting further sales and/or be removed from festival immediately.

D. No selling of inappropriate items to children under the age of eighteen.

E. Selling is only to be done within your booth space. **NO ROAMING** is allowed in order to be fair to all exhibitors. Please respect your fellow exhibitors. Violators using more than their rented space will be asked to leave. No refunds will be made. Vendors are not permitted to change location without prior approval from Arts & Crafts Chairpersons.

F. Once you are set up, you CANNOT drive a vehicle in or out of the area. Parking a vehicle with your booth space depends on the location; call 812-427-9463 to discuss specific booth locations.

G. Booths must be open during the designed times listed in item 1. above. Anyone who deviates from this schedule may not be considered for next year's festival, as it is discourteous to the customers and reflects poorly on the exhibitor as well as the Swiss Wine Festival.

H. Volume of sound/music coming from booths must be kept at a reasonable level so as not to interfere with neighboring booths. Festival officials **will be the ultimate judges of what is acceptable.**

I. No Raffles or Games of Chance without Prior Approval from the State of Indiana or the Swiss Wine Festival. Such events may be regulated by the State of Indiana.

J. Your booth must be kept neat, clean and safe for patrons. All pets must be restricted to Exhibitor's booth space.

(CONTINUED FROM FRONT)

8. TYPE OF BOOTH:

ARTS & CRAFTS AREA:

We emphasize quality craftsmanship and merchandise. All items sold must be of Good Quality or Handcrafted. FLEA MARKET ITEMS or INFORMATION BOOTHS ARE NOT PERMITTED IN THIS AREA. A **complete** description of all the items to be exhibited MUST be included on the application. In addition to your written description, please submit one (1) photograph. Preferably the photo should show your entire booth set-up. Label your photo with your name and address. Photos CAN NOT be returned. The Swiss Wine Festival has the right to limit entries per medium.

COMMERCIAL & FLEA MARKET AREA:

Flea Market, Commercial items booths will be in a separate area. The Swiss Wine Festival, Inc. has the right to limit entries per medium. A **complete** description of all the items to be exhibited MUST be included on the application. In addition to your written description, please submit one (1) photograph. Preferably the photo should show your entire booth set-up. Label your photo with your name and address. Photos CANNOT be returned.

INFORMATION AREA

The Swiss Wine Festival, Inc. has the right to limit entries. A **complete** description of all the items to be displayed MUST be included on the application.

9. SECURITY:

The Swiss Wine Festival, Inc. is within the jurisdiction of the Vevay Town Police and the Switzerland Co. Sheriffs Dept. The Swiss Wine Festival, Inc. will provide general security in all festival areas after hours starting on Thursday, Aug. 23, 2018. However, Swiss Wine Festival Inc. is not responsible for lost or stolen items under any circumstances. The Swiss Wine Festival, Inc. is not responsible for accidents.

10. PLACEMENT:

Placement of exhibitor's booths is at the discretion of Swiss Wine Festival, Inc. Exhibitor preference will be given first consideration based on space availability and the date exhibitor's application was received. Location may be affected by special requirements such as electrical needs etc. Assigned spaces cannot be changed without the approval of the Swiss Wine Festival, Inc.

11. ELECTRICAL REQUIREMENTS:

Booth spaces will be provided with 120-volt, 20 amps electrical hookup. It is the vendor's responsibility to provide a minimum of 100 feet of 12-3 gauge GROUNDED outdoor electrical extension cord in safe operating condition. NO HALOGEN LIGHTS ALLOWED. If you have additional power requirements such as 240 volt, please specify on your application. Depending on requirements Swiss Wine Festival, Inc may elect to levy additional charges. Please contact Swiss Wine Festival, Inc. in advance to make sure we can accommodate your needs. Exhibitor agrees to hold Swiss Wine Festival, Inc. harmless for any injury or damages resulting from electrical use.

12. TEARDOWN:

All booth displays and merchandise must be removed after closing on Sunday evening August 26, 2018. Please do not attempt to move out of your location. All exhibitors are required to clean their own area and put trash in the trash receptacles provided. Failure to remove all equipment or early removal and thoroughly clean up rental area will result in a \$75.00 charge. Swiss Wine Festival, Inc. will not be responsible for storing, maintaining, or watching any items left at the festival area. **Early tear down could result in loss of space for next year's festival.**

13. CANCELLATION:

Full refunds will be given through August 1, 2018. Absolutely no refunds will be made after this date. **No rain dates.** The Swiss Wine Festival is a rain or shine event.

14. CONFIRMATIONS: Confirmations will be made when possible. If your application is rejected, you will be notified within a reasonable time frame. You will be given your assigned booth space (s) at time of check in. Please include cell phone number on your application.

15. SOUVENIR ITEMS:

Souvenir items that identify the Swiss Wine Festival, Inc. (such as T- Shirts, Mugs, Buttons, etc.) will not be allowed for sale by any exhibitor unless specific written permission is received by the exhibitor from Swiss Wine Festival, Inc.

16. RENTAL AGREEMENT:

Applications will be accepted on a first-come basis. All rental agreements must be accompanied with payment in full. Swiss Wine Festival, Inc. will not supply tables, extension cords, etc. It is the applicant's responsibility to read and understand all regulations as outlined in this rental agreement. Swiss Wine Festival, Inc. is not responsible for accidents, damage, loss or injury of any kind. **Business activity must be conducted in your reserved space only.** Trading or selling of contracted booth space is strictly forbidden. Exhibitors agree that Swiss Wine Festival, Inc. may revoke this agreement at any time, and for any reason, and that Exhibitors damage will be limited to refund of the fee paid.

17. MAILING ADDRESS/CONTACT:

For questions or additional information, please call 812-427-9463. Calls will be returned within a reasonable time period. Please complete the application and return with **full** payment to:

AC/C BOOTHS
SWISS WINE FESTIVAL
PO BOX 151
VEVAY, IN 47043

THIS RENTAL AGREEMENT IS NOT TRANSFERABLE

2018 ARTS & CRAFTS AND COMMERCIAL APPLICATION

If you paid a deposit last year, this form is still required. Your space will not be held until this form is received with full payment.

PLEASE PRINT OR TYPE:

NAME _____

BUSINESS NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

TELEPHONE (____) _____ CELL PHONE (____) _____

E-MAIL _____

TYPE OF BOOTH (Please circle one) ARTS & CRAFTS or COMMERCIAL or FLEA MARKET or INFORMATION

PLEASE DESCRIBE **ALL** ITEMS YOU WILL BE SELLING:

PLEASE INDICATE WHEN YOU WILL ARRIVE FOR SETUP: Date _____ Approximate time: _____

FEES:

\$100 per booth space if postmarked before July 1, 2018

Additional space behind booth \$35.00 per space if available

\$150 per booth if postmarked after July 1, 2018

\$75.00 for Switzerland County Residents

Includes 120-Volt 20 amps of electricity

NO. OF 12' X 10' SPACES _____ TOTAL ENCLOSED \$ _____

PLEASE RETURN THIS APPLICATION AND **CHECK OR MONEY ORDER MADE PAYABLE TO SWISS WINE FESTIVAL.**
ONLY CASH OR MONEY ORDER WILL BE ACCEPTED AFTER AUGUST 15, 2018.

I have read and understand the 2018 Arts & Crafts and Commercial Policy and upon acceptance of this application, I and my representatives and agents agree to comply with and be bound by all Swiss Wine Festival, Inc. Arts & crafts and Commercial Policies, which are expressly made a part of this application, and I do also accept full and complete responsibility for all merchandise, property and persons involved in my participation in or with the Swiss Wine Festival. In consideration of the acceptance of this application, I, as an inducement to such acceptance, agree, for myself and my employees, agents, successors and officers, to indemnify and hold the Swiss Wine Festival, Inc., its board members, officers, employees, agents, successors and assigns harmless of and from any and all liability, claims actions, demands, damages and expenses, including, without limitation, reasonable attorney's fees incurred by or on behalf of any of them, arising out of injury or damage of any kind, to persons or property, in any way connected with my participation in or with the Swiss Wine Festival. I understand no refunds will be made after August 1, 2018.

Exhibitor's Signature

Date

SEND APPLICATION TO:

AC/C BOOTHS
SWISS WINE FESTIVAL
P.O. BOX 151
VEVAY, IN 47043
812-427-9463

