

# Christmas



## AT THE SQUARE

Saturday December 3, 2016

[www.christmasatthesquare.com](http://www.christmasatthesquare.com)

### General Information:

- Booth space: Indoor spaces are limited, and only a 7 ft wide space fitting a single 6 ft table. Outdoor spaces are unlimited for 10x10 spaces, as well as food trucks/trailers.
- Booth fee free, donations welcomed. Electricity available for \$5.00
- Vendors are responsible for bringing own tables, chairs, canopy and appropriate vending needs
- This is an outdoor festival so please plan accordingly.
- Vending times are from 10am to 6pm. Indoor vendors may set up Friday from 5-7pm, or one hour before vending. Please be respectful of fellow vendors and reserve breakdown of your location till 6pm Saturday.
- Restrooms are not available in the vendor space, but will be available in the courthouse across the street all day.

### Requirements:

1. Vendors may be handcrafted artisan, farm based, or baked goods. Only one space per direct sales consultants such as Scentsy, Pampered Chef, Origami Owl, itWorks, or other such distributors will be allowed. Information vendors are welcomed to join the festival with an outdoor space.
  - a. Artisan items must be hand crafted meaning made or extensively altered by the artisan.
  - b. Farmer based vendors may sell items raised/harvested on their farms. This would include items such as fruit and vegetable produce, flowers, plants, honey, eggs, maple syrup, etc.
  - c. Prepared food vendors offering products ready to eat. Prepared food vendors must comply with county and state board of health regulations which include labeling packaged foods. Labels must include:
    1. Product Name
    2. Vendor Name and contact information
    3. Date on which food product was processed
    4. List of ingredients in descending order of predominance by weight.
    5. The Following statement *"This product is home produced and processed and the production has not been inspected by the State Department of Health."*
  - d. Direct Sales Consultants are allowed 1 space per distributors, so first come first serve bases.
  - e. Informational booths will be allowed for outdoor spaces only.
2. Outdoor vendors must weigh or stake canopy. Winter weather has been known to be windy and for safety we require canopies securely fastened.
3. Christmas at the Square is not responsible for any injuries, theft, etc that can occur in your space. Please have your booth staffed at all times.
4. If you have an insurance policy in place for vending please include it with your contact. Certificates of Insurance could be a specific policy for selling at markets or a homeowner's policy if vending is covered. Insurance may be required for indoor spaces so please include Certificate of Insurance if you have a policy.

## 2016 VENDOR APPLICATION

**Return to:**  
Brittney Hogan  
Attn: C@TS Vendors  
226 N East St, Spencer, IN 47460

By: November 26, 2016

For information contact: Brittney Hogan at 812.821.7128 or hogan.gabe@gmail.com

### VENDOR INFORMATION

Vendor Name: \_\_\_\_\_  
Business Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Website: \_\_\_\_\_ Email: \_\_\_\_\_

### TYPE OF VENDOR

**Booth:**  Craft  Farm/Plants  Food  Direct Sales  Information (outdoor)

**List the items you plan to bring to the festival**

\_\_\_\_\_  
\_\_\_\_\_

**Space:**  10x10 Outdoor  Trailer Outdoor  Table Indoor  I would like electric, \$5 fee

### OTHER INFORMATION

**Would you give Christmas at the Square permission to release your name, address, telephone number, email, website and photos to customers interested in contacting you for information and/or special order:**  Yes  No

### TERMS OF AGREEMENT

This agreement is effective upon registration by Vendor and the Christmas at the Square and is valid only for the 2016 Christmas at the Square festival, terminating the close of the festival on December 3, 2016. It is understood and agreed by the acceptance of this contract and by being permitted by the Christmas at the Square (hereinafter Festival) to offer items for sale at the Owen County Courthouse Square, the Vendor hereby assumes the entire responsibility and liability for any and all damage and injury to persons or property resulting from or arising out of any act or omission on the part of Vendor in connection with Vendor being at the Festival and operating under this contract. Vendor shall hold harmless and indemnify the Festival, Owen County and Commissioners of Owen County from and against any and all suits, claims, demands, losses, expenses, attorney's fees and court costs, which either or both of them may suffer, pay or incur as a result of Vendor's presence and operation at the Festival. Vendor shall be responsible under this paragraph for any such loss, damage or injury sustained by Vendor, any agent or representative of Vendor, or by any third party or member of the public, whether the same is caused by the negligence of the Festival, Owen County, its officers, agents, employees or otherwise. Vendors that obtain liability insurance with limits of 500/1M should provide the Festival with a Certificate of Insurance listing the "Christmas at the Square" as an additional insured. By signing below you agree to the Terms of Agreement.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_