2012
'POOCH'APALOOZA
Vendor Application

Name(s): _____

Business Name (if applicable): _____

Address: _____

City: _____ State: _____ Zip Code: _____ License Plate #: _____

Telephone Number: (_____) _____ E-mail Address: _____

Describe Arts & Craft (in detail): _____

_____

_____

_____

Please check	Event Name	Booth Fee	Booth Size (approx.)	# of Booths (limit 2)	Total Booth Fees	Deadline*	Total Amount Due
	'Pooch'apalooza	$42.80 Includes 7% tax	10'x10'		x $ 42.80 = $_____.00	August 3, 2012	$
						Late Fee = $	20.00
						Subtotal = $ _____	
						Total Amount Due $ _____	

Instructions:

1. Make all checks payable to "Town of Munster."

Mail to: Munster Parks and Recreation
1005 Ridge Road
Munster, IN 46321

LIABILITY STATEMENT
(MUST BE SIGNED BEFORE YOU CAN PARTICIPATE IN THIS FAIR)

MUNSTER PARKS AND RECREATION will not be held responsible for any loss, damage, defacement or destruction of any property displayed by the Vendor no matter how it is caused. This also includes Personal Injury. MUNSTER PARKS AND RECREATION provides no insurance on the Vendor or against the acts or omissions of the Vendor, its agents or employees. All insurance for personal property, public liability and personal injury must be carried by the Vendor.

ALL ARTS & CRAFTS MUST BE HANDMADE & ORIGINAL DESIGNS OF THE VENDOR. I agree that I have read and understood the contract. I agree to exhibit at the above listed show(s) under all listed and specified conditions within this contract.

NAME (*Please Print*): _____

SIGNATURE: _____ **DATE:** _____

FOR OFFICE USE ONLY		
CHECK/MO#:	**CASH:**	**DATE REC'D:**
RECEIPT#:	**STAFF:**	

'POOCH'APALOOZA

DATE:	**Sunday, August 19, 2012**
SET UP TIME:	Sunday - 7:00 A.M to 9:00 A.M.
SHOW HOURS:	Sunday- 9:00 A.M. to 3:00 P.M.
PLACE:	"**Pooch"apalooza** Centennial Park Dog Park 1010 S. Centennial Drive Munster, IN 46321
DEADLINE:	Applications will be accepted until the vendor space is filled. Vendors will be notified whether or not they have been entered into the event.
BOOTH FEE:	**$42.80** ($40.00 + 7% Sales Tax) for booth space approximately 10' x 10' + one item worth a $15.00 value to be used for prizes. **$20.00 LATE FEE** IF APPLICATION RECEIVED AFTER THE FOLLOWING DATE: (August 3, 2012) *LIMIT TWO BOOTH SPACES*
ELECTRIC FEE:	Electric space is limited. **$20.00 per 110 volt plug-in**.
SELECTION:	Applications will be reviewed by Munster Parks and Recreation staff on an individual basis. Vendors will be accepted into the fair based on jury requirements being met (see page 2) and on the number of businesses received. The jury reserves the right to reject any and all applications. **All Event applications will be juried and checks cashed as they arrive at the Munster Parks and Recreation office.**
MEDIA ACCEPTED:	Business vendors, dog related businesses and, arts and crafters.
NFS CHECKS:	ALL Non-Sufficient Fund Checks will be assessed a $27.50 Service Charge.
REFUNDS:	NO refunds will be made once you are confirmed as a Vendor into the event.
ADVERTISING:	Newspapers, Posters, Flyers, Electronic Message Board, Cable TV, Arts & Crafts Fair Publications, Seasonal Brochures and website.
PARKING:	Vendors **must** park their vehicles in an assigned parking area by 8:30 a.m.
TAX RATE:	The Indiana Retail Tax Rate is 7%. If selling, please have your "Retail Merchant Certificate" with you.

Rules and Regulations
Page Two

Vendors (PLEASE READ)

1. Vendors must be 18 years of age or older.

2. **NO IMPORTS, WHOLESALERS, FLEA MARKETS OR JOBBERS** will be allowed. Parks and Recreation reserves the right to limit the number of entries.

3. **Vendors may only sell the items that were approved with their application**. If non-approved items are displayed for sale or any reason, vendors will be asked to remove these items. If the item(s) are not removed, vendors will be asked to leave the event, and will not be accepted into any future Fairs. This includes any Fair into which the vendor has already been accepted.

4. Vendors are required to exhibit all hours of the event, and to be on time. Early departing vendors and those vendors who fail to exhibit all hours of the event (i.e. no-shows) will not be accepted into future Fairs. This includes any Fair into which the vendor has already been accepted.

5. Display booths and areas must be kept clean and neat at all times. All packing boxes, supplies and personal food containers must be hidden from the public view. The vendor booth and area must be left clean and neat at the end of the event.

6. Vendors may not display or distribute any information outside their designated booth(s). Any violators of this rule will be asked to leave the Fair immediately.

7. DEMONSTRATIONS: Vendors are encouraged to demonstrate their work.

8. Displays boards must not be higher than seven (7') feet. Anything over that height must be pre-approved by Munster Parks and Recreation.

9. Electrical outlets may only be used if the appropriate fee is paid. If you request an electrical outlet(s), you must bring your own electrical cords.

10. Vendors must supply their on displays, chairs, tables, props and table coverings.

11. NO ALCOHOLIC BEVERAGES ALLOWED.

12. Please follow an appropriate dress code.

13. Questions from vendors prior to the event, may be answered by calling Munster Parks and Recreation at (219) 836-PARK. During the Event, Munster Parks and Recreation staff is available to answer any questions or concerns at the check-in/information table.