March 22, 2012

Dear Business Owner:

We would like to extend a special invitation to join us for two exciting events this summer! **Baby Olympics & Family Games** and **Pumpkins, Witches, & Hayrides! Oh My!**

Our first year for **Baby Olympics & Family Games** is sure to be an exciting one. This event will showcase baby and family related business products. We will host a variety of baby games for children ages 6 months to three years; offer other games for older children and families, craft projects, strolling entertainment and more.

We are expecting another banner year for **Pumpkins, Witches, & Hayrides! Oh My! -** The event that brings fall to Munster. Families come out for hayrides through Centennial Park, games, face painting, a costume contest and more. Last year over 1000 people attended this event. With more hayrides, pumpkins and games, along with our businesses providing candy for trick or treating, this is sure to become one of the top events in Munster.

Become a vendor and showcase and sell your products or become a sponsor and increase brand awareness among the community. Either option will showcase your products and services, as well as gain support from the business community. Consumers will be able to discover existing and new products and services in our area and beyond.

Enclosed you will find an Application and Rules & Regulations for these events. We are confident that you will find these business opportunities very rewarding. Please review the rules and regulations carefully. Space is limited, so do not delay in submitting your application. The fair will be open until filled. Incomplete applications will not be accepted.

Advertising will include Munster Parks and Recreation's Recreation Guides, radio, cable television, local news print media, posters, email news, and website listings.

If you have any questions, please do not hesitate to contact me at (219) 836-PARK. We truly appreciate your commitment to making this event possible.

Sincerely,

Tracy Reynolds

Tracy Reynolds
Recreation Supervisor

Munster Parks and Recreation
BUSINESS VENDOR APPLICATION

Name(s): _____

Business Name (if applicable): _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: (_____) _____ Email Address: _____

Describe Business or Product (in detail): _____

_____

_____

Vendor Information

Fair Name	Booth Fee	Booth Size (approx.)	# of Booths (limit 2)	Total Booth Fees	Indiana Sales Tax 7%	Deadline*	Total Amount Due
Baby Olympics & Family Games June 09, 2012	$30.00	10' x 10'		x $30 = $ _____	x 1 = $2.10 x 2 = $4.20	June 1, 2012	$_____.00
Pumpkins, Witches and Hayrides, Oh My! October 6, 2012	$30.00	10' x 10'		x $30 = $ _____	x 1 = $2.10 x 2 = $4.20	Sept. 26, 2012	$_____.00
							TOTAL $_____.00

Sponsorship Opportunity

☐ **Baby Olympics Sponsors**	☐ **Pumpkins, Witches & Hayrides Stage/Show Sponsor**	☐ **Pumpkins, Witches & Hayrides Strolling Entertainment Sponsor**
Your Company Banner displayed on grounds Announcements throughout the event Logo on posters, flyers, email and website Vendor space for marketing your products **$250.00**	Your Company Banner displayed on Stage and hayride wagon Announcements during throughout the event Logo on all media (newsprint ads, posters, flyers, email, website) Vendor space for marketing your products **$350.00**	Your Company Banner displayed on grounds Announcements throughout the event Logo on posters, flyers, email and website Vendor space for marketing your products **$250.00**

Instructions

1. Complete application.
2. Make all checks payable (including 7% tax) 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 and TOWN OF MUNSTER 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 and TOWN OF MUNSTER 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.

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:** _____

ARTS & CRAFT FAIR

DATES:	**BABY OLYMPICS & FAMILES GAMES, SATURDAY, JUNE 9** **PUMPKINS, WITCHES, HAYRIDES, OH MY! , SATURDAY, OCTOBER 6**
SET UP TIME:	9:00 to 11:00 am Baby Olympics & Family Games 8:00 to 10:00 am Pumpkins, Witches, Hayrides, Oh My! Munster Parks and Recreation and Munster High School assume no responsibility for displays and/or merchandise.) ***Set up is NOT allowed at any time the day before the event.***
SHOW HOURS:	Saturday, June 9, 11:00 AM to 4:00 pm, Baby Olympics & Family Games Saturday, October 6, 10:00 AM to 4:00 pm, Pumpkins, Witches, Hayrides, Oh My!
PLACE:	Centennial Park, 900 N. Centennial Drive, Munster, IN
DEADLINE:	Applications will be accepted until the fairs are full. Vendors will be notified whether or not they have been entered into the Fair.
BOOTH FEE:	**$30.00** for booth space approximately 10'x10' ***LIMIT TWO BOOTH SPACES***
ELECTRIC FEE:	Electric space is limited, please call Barb (219) 836-6923 to inquire. **$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 fairs based on jury requirements being met (see page 2) and on the number of types of businesses received.
VENDORS ACCEPTED:	All Businesses, including Home-Based Businesses. No Flea Market, Wholesale or Jobbers.
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 Fair.
ADVERTISING:	Newspapers, Website, Facebook, Email Blasts, Posters, Flyers, Electronic Message Board, Banners, and Munster Parks and Recreation Seasonal Recreation Guides.
PARKING:	Vendors **must** park their vehicles in an assigned parking area ½ hour before the start of the fairs.
TAX RATE:	The Indiana Retail Tax Rate is 7%. Please have your "Retail Merchant Certificate" with you.

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

2. NO IMPORTS, WHOLESALERS, FLEA MARKET, or JOBBERS.

3. Munster Parks and Recreation has the right to limit the number of entries per business.

4. Food Sampling will be allowed, but no cooking on the premises is allowed.

5. 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 events.

6. Vendors are required to exhibit all hours of the event. Please be on time. Early departing vendors will not be accepted into future events.

7. 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.

8. Vendors may not share booth space or represent multiple product lines, nor have catalogs, brochures or the like from companies other than the one registered as a vendor in this event.

9. DEMONSTRATIONS: Vendors are encouraged to demonstrate their product. If what you are demonstrating will do damage to the floor or grass, you will have to bring a floor covering (i.e. rug) to cover the floor or grass area inside your booth where you will be demonstrating. If you do not adhere to this request, you will not be able to demonstrate your work.

10. No candle or incense burning is allowed.

11. Displays boards must not be higher than seven (7) feet. Anything over that height must be pre-approved by Munster Parks and Recreation. The backside of your Display Boards must be finished.

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

12. 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, adapters and tape.

13. **Vendors must supply their own displays, chairs, tables, props, table coverings and electrical cords**. All tables must be skirted on all four (4) sides of your table(s) and table top(s) must be covered. No defacement or hanging anything on the walls of this facility is allowed.

14. NO ALCOHOLIC BEVERAGES ALLOWED. NO SMOKING allowed in the building or in the restrooms. All violators of these rules will be asked to leave the event and will not be accepted in future events. This includes any event that the vendor has already been accepted into.

15. Please follow an appropriate dress code.

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