

munster PARKS AND RECREATION

Dear Vendor:

Thank you for your past participation and/or interest in Munster Parks and Recreation's upcoming events. The following events will be held in 2026:

Event	Location	Date	Time
4th Annual Home Improvement Fair	Wilbur Wright Middle School	March 7	10AM-3PM
28th Annual Car Show	Munster Pool Parking Lot	May 2	9AM-3PM
5th Annual Bark in the Park	Centennial Park North Lot	May 30	12-6PM
5th Annual Region Eats Food Festival	Centennial Park North Lot	June 27	5-9PM
Touch A Truck	Community Park Softball Lot	July 10	9:30AM-12PM
Decades Fest	Centennial Park North Lot	July 11	2-10PM
4th Annual Kid's Fest	Centennial Park North Lot	July 12	12-4PM
14th Annual Pumpkins, Witches and Hayrides	Centennial Park North Lot	October 3	10AM-2PM
Holiday Arts/Crafts Fair (Open to Handmade vendors only. Separate application to fill out.)	Munster High School	December 5 December 6	9AM-4PM 9AM-2PM

Attached you will find the Rules/Regulations and the Vendor Application. Deadline for applying is one week prior to each event. Incomplete applications will not be accepted. **Payments will be accepted after January 5, 2026.**

All events are well-attended and will showcase your products and services, while providing networking opportunities. Consumers will be able to discover existing and new products and services in our area and beyond.

Advertising will include Munster Parks and Recreation's Recreation Guides, Munster Parks website, social media, email blasts, posters, flyers, banners around town and the electronic message board on Calumet Ave. Thousands of people will see our advertising!

Thank you for your interest in our events. If you have any questions or concerns, please do not hesitate to contact us at (219) 836-7275. If you are looking to further your reach, touch base with dchant@munster.org for the event sponsorship or brochure advertising applications. We look forward to seeing you soon!

Sincerely,



Jill Higgins
Superintendent of Recreation



Mara DiCarlo
Recreation Supervisor

2026 EVENT RULES AND REGULATIONS



- 1) Vendors must be 18 years or older. If a minor is approved to sell, a parent/guardian must always be in the vendor booth.
- 2) No Imports, wholesalers or Flea Market items will be allowed, unless otherwise stated. All Arts/Crafts must be handmade original designs of the vendor. Munster Parks reserves the right to limit the number of entries per media.
- 3) Vendors may only sell the items that were approved with their application. If non-approved items are displayed for sale for any reason, vendors will be asked to remove these items. If the items are not removed, vendors will be asked to leave the event and will not be accepted into future events. This includes any event which the vendor has already been accepted.
- 4) Vendors should price their items accurately and refrain from using "discount" or "sale" language.
- 5) Vendors are required to exhibit all days and hours of the event and be on time. Early breakdowns are prohibited.
- 6) Booth areas must be kept clean and neat at all times with boxes, supplies and personal food items hidden from view. At the end of the event, the vendor booth and area must be left clean and trash fee.
- 7) Vendors may not display or distribute any information pertaining to their business outside their designated booth. Any violators of this rule will be asked to leave the event immediately.
- 8) DEMONSTRATIONS: Vendors are encouraged to demonstrate their work. If your demonstration might do damage to the floor, you must bring a floor covering (rug or tarp), to cover the area where you will be.
- 9) No candle or incense burning is allowed.
- 10) No staking of tents is allowed at Centennial Park due to the underground irrigation system. All tents must be held down with weights or sandbags.
- 11) Electrical outlets may only be used if the appropriate fee is paid and/or if space is available. If you are approved for electric, you are given one outlet and must bring your own extension cord and tape.
- 12) Vendors must supply their own displays, chairs, tent, table, props and table coverings.
- 13) No alcoholic beverages and/or smoking allowed.
- 14) All event communications will be via email the week prior to the event, so please make sure your email is correct and legible on the application. For most events, your vendor location will be shared the day prior.
- 15) All applications will be accepted pending our 10% rule – meaning only 10% of our vendors will sell jewelry, etc. Home-based businesses are accepted, however only one per business (Avon, Scentsy, Tupperware, etc.)
- 16) PAYMENTS: We accept all forms of payment (cash, check or credit card). Non-sufficient fund checks will be accessed a \$27.50 service charge.
- 17) REFUNDS: No refunds will be made once you are confirmed as a vendor. Rain dates will be scheduled should inclement weather occur for the outdoor event.
- 18) ADVERTISING: Posters, flyers, banners, electronic message board, craft fair publications, websites, email blasts, seasonal recreation guide and social media.
- 19) PARKING: Vendors must park their vehicles in the assigned parking area by the designated time.
- 20) TAX RATE: The Indiana retail tax rate is 7%.
- 21) Please note that for some events, raffle prizes are required. EX: Bark in the Park – any pet donations are welcome; Kid's Fest – any kid-friendly basket or \$10 gift card donation is welcome; Pumpkins – any \$10 gift card donation is welcome. We appreciate your support to make our events the best in the area.



2026 VENDOR APPLICATION

Name: _____

Business Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Cell Number: (_____) _____

E-mail Address: _____

If you are applying for an event at Centennial Park, please include your license plate # for free event parking:

Describe your product in detail: _____

Please initial each line item before signing this application. Your application is VOID without doing so.

I understand no refunds will be issued after payment has been taken.

I understand Munster Parks will not be held liable for any damage made to displays or merchandise due to weather or other unforeseen circumstances.

I understand all event information will be emailed to me prior to the event. I understand these emails will have all necessary information for the event and that it's of the utmost importance to read them.

I verify my email above is valid.

I understand any rule violations from page 2, will result in being removed immediately, and vendor will forfeit any future events already accepted into.

LIABILITY STATEMENT - Must be signed before you can participate in our events.

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 understand the contract. I agree to exhibit at the above listed shows(s) under all listed and specified conditions within this contract (see Rules & Regulations).**

SIGNATURE: _____

Select your events on the backside. →

Jill Higgins oversees these events. Questions? Contact jhiggins@munster.org OR (219) 836-6926

Are you an Arts/Crafts or Business?	Fair Name Date	Booth Fee (10'x10')	Electric (1 plug)	Total Amount
A/C Business	Touch A Truck – Friday, July 10 from 9:30AM-12PM Community Park Softball Parking Lot	\$32.10	N/A	\$
A/C Business	Decades Fest – Saturday, July 11 from 2-10PM Centennial Park	\$80.25	\$21.40	\$
A/C Business	Kid's Fest – Sunday, July 12 from 12-4PM Centennial Park – <u>Please provide raffle prize.</u>	\$58.85	\$21.40	\$
A/C Business	Pumpkins, Witches & Hayrides Saturday, October 3 from 10AM-2PM Centennial Park – <u>Please provide 1,500 pieces of candy at your vendor booth for Trick-or-Treaters + a \$10 Gift Card for costume contest/raffle.</u>	\$58.85	\$21.40	\$
Open to handmade vendors ONLY.	Holiday Arts/Crafts Fair at Munster High School Saturday, December 5 AND Sunday, December 6	Should you be a handmade vendor, email jhiggins@munster.org for the application. In-progress and finalized photos are to be submitted w/ application. <u>This is a juried show.</u>		
TOTAL FOR ABOVE EVENTS:				\$

Mara DiCarlo oversees these events. Questions? Contact mdicarlo@munster.org OR (219) 836-6922

Are you an Arts/Crafts or Business?	Fair Name Date	Booth Fee (10'x10')	Electric (1 plug)	Total Amount
Home Improvement Businesses ONLY.	Home Improvement Fair – Saturday, March 7 from 10AM-3PM Wilbur Wright Middle School	\$58.85	\$21.40	\$
A/C Business	Car Show – Saturday, May 2 from 9AM-3PM Munster Pool Parking Lot	\$58.85	N/A	\$
Pet-Related Businesses ONLY.	Bark in the Park Pet Fair – Saturday, May 30 from 12-6PM Centennial Park – <u>Please provide raffle prize.</u>	\$58.85	\$21.40	\$
A/C Business	Region Eats Festival – Saturday, June 27 from 5-9PM Centennial Park	\$58.85	\$21.40	\$
TOTAL FOR ABOVE EVENTS:				\$

Instructions	Payment	Total Amount Enclosed
<ol style="list-style-type: none"> 1. Select fair(s) to participate in. 2. Add booth and electric fees. 3. 7% sales tax is included. 4. Enter total fees in Total Amount column. 	<ol style="list-style-type: none"> 1. Make all checks payable to "Town of Munster". 2. Mail to Munster Parks and Recreation, 1005 Ridge Road, Munster, IN 46321 3. If paying by credit card, we will call you if you are accepted. 	\$ _____