



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 2024:

2 nd	Home Improvement Fair**	Saturday, March 9
26 th	Annual Car Show with Vendor Fair	Saturday, May 4
2 nd	Kid's Fest	Saturday, June 1
3 rd	Region Eats Festival	Saturday, June 22
3 rd	Bark in the Park Pet Fair**	Saturday, July 13
12 th	Pumpkins, Witches & Hayrides, Oh My!	Saturday, October 5

**If you have questions regarding these two events, please contact Mara DiCarlo at mdicarlo@munster.org. For questions on any other event, please contact Jill Higgins at jhiggins@munster.org.

All fees are non-refundable once payment is received. However, in the case of inclement weather for the Car Show only, the rain date will give you another opportunity to sell your product.

Please find attached our Rules & Regulations as well as the 2024 Application. Please read the instructions carefully for these events. Do note that past participation does not guarantee that you will be selected. Do not delay in submitting your application as booth space is limited. All fairs will remain open until filled. The Rules and Regulations will be administered in a fair and consistent manner to all applicants. Incomplete applications will not be accepted, regardless of past participation.

These 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 and Recreation and the Town of Munster websites, social media, email blasts, posters, flyers, local newsprint media, banners around town, the electronic message board on Calumet Avenue and in some cases event programs. Thousands of people will see our advertising!

All applications will be accepted pending our 10% rule and, if approved, checks will be cashed as they arrive at the Munster Parks and Recreation office, or a credit card payment can be accepted. Payments will be accepted beginning Wednesday, January 3.

Thank you again for your interest in our events. If you have any questions or concerns, please do not hesitate to contact me at (219) 836-6926 or jhiggins@munster.org. We look forward to seeing you all in 2024!

Sincerely,

A handwritten signature in black ink that reads "Jill Higgins".

Jill Higgins
Superintendent of Recreation



2024 EVENT RULES & REGULATIONS

1. Vendors must be 18 years of age or older.
2. **NO IMPORTS, WHOLESALEERS or FLEA MARKETS** will be allowed, unless otherwise stated. *All Arts & Crafts must be handmade and original works and designs of the Vendor.* Munster Parks and Recreation 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 item(s) are not removed, vendors will be asked to leave the event, and will not be accepted into any future events. This includes any event into 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 all hours of the event and be on time. Early breakdown is prohibited. Vendors who fail to exhibit the entire event (i.e. no-shows) will not be accepted into future events. This includes any event into which the vendor has already been accepted.
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, trash free, and as it was found.
7. 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.
8. **DEMONSTRATIONS:** Vendors are encouraged to demonstrate their work. If your demonstration will do damage to the floor, you must bring a floor covering (i.e. rug) to cover the area where you will be demonstrating.
9. No candle or incense burning is allowed.
10. **THERE IS NO STAKING OF TENTS AT CENTENNIAL PARK. ALL TENTS MUST BE HELD DOWN WITH WEIGHTS.**
11. 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 and tape.
12. Vendors must supply their own displays, chairs, tent (if required), tables, props and table coverings. No defacement or hanging anything on the walls of this facility is allowed.
13. **NO ALCOHOLIC BEVERAGES and/or SMOKING** is allowed. All violators of these rules will be asked to leave the event and will not be accepted into future events. This includes any events that the vendor has already been accepted into.
14. Please follow an appropriate dress code.
15. Questions from vendors prior to the event may be answered by calling Munster Parks and Recreation at (219) 836-7275. During the event, Munster Parks and Recreation staff are available to answer any questions or concerns at the check-in/information table. Mara DiCarlo takes care of the Home Improvement Fair and Bark in the Park. Jill Higgins handles the other 4.
16. If you need additional application forms, please email jhiggins@munster.org.
17. All event communication will be via email, so please make sure your email is correct and legible on the application. Emails will be sent the Monday prior to the event with specific information.
18. **PAYMENTS:** All forms of payment are accepted, including checks, cash and credit cards. Non-Sufficient Fund Checks will be assessed a \$27.50 Service Charge.
19. **REFUNDS:** No refunds will be made once you are confirmed as a Vendor.
20. **ADVERTISING:** Newspaper Advertising, Posters, Flyers, Banners, Electronic Message Board, Craft Fair Publications, websites, email blasts, Seasonal Recreation Guides and Social Media.
21. **PARKING:** Vendors must park their vehicles in an assigned parking area by designated time.
22. **TAX RATE:** The Indiana Retail Tax Rate is 7%.



2024 VENDOR APPLICATION

(Please print clearly)

Name: _____ Business Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

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

Describe your product in detail. All items must be listed: _____

Are you an Arts/Crafts or Business?	Fair Name Date	Booth Fee (10'x10')	Electric Fee (1 plug)	Total Amount
Home Improvement Businesses only	Home Improvement Fair * (see page 1 for contact info) Saturday, March 9 from 10AM-2PM Wilbur Wright Middle School Cafeteria	\$53.50	\$21.40	\$
A/C Business	Car Show & Vendor Fair Saturday, May 4 from 9AM-3PM Munster Community Pool Parking Lot	\$53.50	N/A	\$
A/C Business	Kid's Fest Saturday, June 1 from 12-4PM AT Centennial Park *Must provide raffle prize	\$53.50	\$21.40	\$
A/C Business	Region Eats Festival Saturday, June 22 from 5-9PM AT Centennial Park	\$53.50	\$21.40	\$
Pet-Related Businesses only	Bark in the Park Pet Fair * (see page 1 for contact info) Saturday, July 13 from 2-8PM At Centennial Park *Must provide raffle prize	\$53.50	\$21.40	\$
A/C Business	Pumpkins, Witches & Hayrides Saturday, October 5 from 10AM-2PM Centennial Park *Must provide 1,500 pieces of candy and raffle prize for costume contest	\$53.50	\$21.40	\$
Instructions 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.		Payment 1. Provide separate checks for each event. 2. Make all checks payable to "Town of Munster". 3. Mail to Munster Parks and Recreation, 1005 Ridge Road, Munster, IN 46321 4. If paying by credit card, circle #4 and we will call you if you are accepted.		Total Amount Enclosed \$ _____

Please initial each line item before signing this vendor 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.
- _____ I understand all event information will be emailed to me the Monday prior to the event. I understand this will have all logistics included so I know what I am to do on event day. I also verify the above email address is correct.

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 show(s) under all listed and specified conditions within this contract (see Rules & Regulations).

NAME (Please Print): _____

SIGNATURE: _____ Date: _____