



Dear Business Owner:

Munster Parks and Recreation has several marketing opportunities for businesses in 2019. You will not want to miss *your* opportunity - please plan on joining us at one of the following fairs.

12 th Annual Bridal Fair	February 27, 2019
21 st Annual Car Show	May 4, 2019 Rain Date 5/5/19
10 th Annual Grape Escape	July 20, 2019
36 th Annual Summer Fair w/"Pooch"apalooza	August 18, 2019
8 th Annual Pumpkins, Witches & Hayrides, Oh My!	October 5, 2019

All business fairs are held in conjunction with other events, increasing the attendance for our vendors. The Spring Fair held with our Car Show, the Grape Escape with a wine festival, the Summer Fair combined with "Pooch"apalooza, and Pumpkins, Witches & Hayrides, Oh My! all offer business opportunities. If you are interested in our Community Market, please contact Danielle Volk at dvolk@munster.org. A separate application will be available online at www.munster.org.

All of these fairs are well attended and will showcase your products and services, while providing networking opportunities. New and existing businesses will be able to increase their brand awareness among consumers, 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.

Advertising will include Munster Parks and Recreation's Recreation Guides, Munster Parks and Recreation and the Town of Munster websites, social media, email blasts, local news print media, banners around town, the electronic message board on Calumet Avenue and in some cases event programs. Thousands of people will see our advertising!

Please review the rules and regulations carefully. Space is limited for each opportunity, so do not delay in submitting your application. The fairs will be open until filled. Incomplete applications will not be accepted.

If you have any questions, please do not hesitate to contact me at (219) 836-6923 or bholajter@munster.org. We truly appreciate your commitment to making these events possible.

Sincerely,

A handwritten signature in black ink that reads "Barbara L. Holajter". The signature is written in a cursive style.

Barbara L. Holajter
Superintendent of Recreation

P.S. If you need additional application forms, please see our website at www.munster.org. If you **DO NOT** want to receive this mailing in the future, please call (219) 836-6923 or email bholajter@munster.org and we will remove you from our mailing list.



2019 BUSINESS FAIRS VENDOR APPLICATION

Name(s): _____

Business Name (if applicable): _____

Address: _____

City: _____ State: _____ Zip Code: _____ Cell Phone: (____) _____

Telephone Number: (____) _____ Email Address: _____ License Plate #: _____

Describe Business or Product (in detail): _____

7% SALES TAX IS INCLUDED IN BOOTH AND ELECTRIC FEE. LATE FEE IS NON-TAXABLE.

Fair Name	Booth Fee Limit 2	Electrical Plugs (1 plug =\$20.00)	Late Fee Non-taxable	Total Amount
Winter Bridal Fair* February 27, 2019	1 - 6ft. table and 2 chairs \$133.75/1 booth \$267.50/2 booths +	1 Plug \$21.40 =	February 11, 2019 \$20.00 =	\$
Annual Car Show May 4, 2019 (Rain Date: May 5)	Booth Size (10'x10') \$53.50/1 booth \$107.00/2 booths +	N/A =	April 26, 2019 \$20.00 =	\$
The Grape Escape July 20, 2019	Booth Size (10'x10') \$53.50/1 booth \$107.00/2 booths +	N/A =	July 12, 2019 \$20.00 =	\$
Summer Business Fair August 18, 2019	Booth Size (10'x10') \$53.50 /1 booth \$107.00/2 booths +	N/A =	August 9, 2019 \$20.00 =	\$
Pumpkins, Witches & Hayrides** October 5, 2019	Booth Size (10'x10') \$32.10/1 booth \$64.20/2 booths +	N/A =	September 27, 2019 \$20.00 =	\$
*plus a \$25 gift or gift card for the Bridal raffle.				
**plus candy for approximately 1000 "trick-or-treaters" attending and a raffle prize. TOTAL FAIR FEES				\$
TOTAL FEES				\$
Instructions		Mail to		
1. Complete application and enclose check. 2. Make all checks payable to "The Town of Munster."		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, CENTENNIAL PARK and MUNSTER HIGH SCHOOL 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, CENTENNIAL PARK and MUNSTER HIGH SCHOOL 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: _____



2019 BUSINESS FAIRS RULES & REGULATIONS

FEES DECREASED FOR MOST FAIRS IN 2019

DATES:

BRIDAL FAIR

Wednesday, February 27, 2019

SPRING CAR SHOW

Saturday, May 4, 2019

THE GRAPE ESCAPE

Saturday, July 20, 2019

SUMMER ARTS/CRAFTS/BUSINESS FAIR

Sunday, August 18, 2019

PUMPKINS, WITCHES & HAYRIDES

Saturday, October 5, 2019

SET UP TIME:

BRIDAL FAIR

February 27 - 4:00 PM to 6:00 PM

The ANNUAL SPRING CAR SHOW

and SUMMER ARTS/CRAFTS FAIR

May 4, August 18 - 6:30 to 9:00 AM

THE GRAPE ESCAPE

July 20 - 10:00 AM to 12:00 PM

PUMPKINS, WITCHES & HAYRIDES

Saturday, October 5 - 8:30 AM to 10:00 AM

Munster Parks and Recreation, Centennial Park 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:

Wednesday, February 27, 6:00 PM to 8:00 PM

Saturday, May 4, 9:00 AM to 3:00 PM

Saturday, July 20, 12:00 to 6:00 PM

Sunday, August 18, 9:00 AM to 3:00 PM

Saturday, October 5, 10:00 AM to 2:00 PM

LOCATION:

BRIDAL FAIR

Centennial Park Clubhouse, 1005 S. Centennial Dr.

ANNUAL SPRING CAR SHOW

Community Park, 8837 Calumet Ave.

THE GRAPE ESCAPE

Centennial Park, 901 N. Centennial Dr.

SUMMER ARTS & CRAFTS/BUSINESS FAIR

Centennial Park, 901 N. Centennial Dr.

PUMPKINS, WITCHES & HAYRIDES, OH MY!

Centennial Park, 901 N. Centennial Dr.

DEADLINE:

Applications will be accepted until the fairs are full. Vendors will be notified of acceptance.

LATE FEES:

\$20.00 LATE FEE IF APPLICATION RECEIVED AFTER THE FOLLOWING DATES: (Bridal Fair 2/11, Car Show 4/26, The Grape Escape 7/12, Summer Arts/Crafts/Business Fair 8/10, PW&H 9/27) **LIMIT TWO BOOTH SPACES**

ELECTRIC FEE:

Electric space is limited for the Bridal Fair. Electric may be available for the Grape Escape/Summer Arts & Crafts Fair. Please call Barb (219) 836-6923 to inquire. **\$21.40 per 110-volt plug-in includes 7% sales tax.**

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 and on the number of types of businesses received.

VENDORS ACCEPTED:

All businesses, including home-based businesses. Only one vendor company per fair (i.e. Mary Kay, Tupperware, State Farm, etc.) No Flea Market.

PAYMENTS:

All checks should be made payable to the "Town of Munster". We also accept cash and all major credit cards. 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, Email Blasts, Posters, Flyers, Electronic Message Board, Banner Signs, Social Media, and Munster Parks and Recreation Seasonal Recreation Guides.

PARKING:

Vendors **must** park their vehicles in an assigned parking area at least 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. If you do not have a Retail Merchant Certificate, you may register on-line at www.in.gov, locate the Forms icon, and complete Form BT-1. You may also register at the Merrillville District Office (219-769-4267) located at 8368 Louisiana Ave., Merrillville, IN.



2019 BUSINESS FAIRS RULES & REGULATIONS

1. Vendors must be 18 years of age or older.
2. NO IMPORTS, WHOLESALERS, USED ITEMS or FLEA MARKET.
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. A health permit is required for sampling and selling food products.
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 Fair, and will not be accepted into any future Fairs.
6. Vendors are required to exhibit all hours of the Fair. Please be on time. Early departing vendors will not be accepted into future Fairs or 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 Fair. **Vendors are to remove the masking tape from the floor and around your booth space before the doors open to the public.**
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 fair.
9. 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. 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 Fair 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. **THERE IS NO STAKING OF TENTS AT CENTENNIAL PARK. ALL TENTS MUST BE HELD DOWN WITH WEIGHTS!**
14. **Vendors must supply their own displays, chairs, tables, props, table coverings and electrical cords.** All tables must be skirted and table top(s) must be covered. No defacement or hanging anything on the walls of MUNSTER HIGH SCHOOL OR CENTENNIAL PARK BANQUET FACILITIES is allowed.
15. NO ALCOHOLIC BEVERAGES ALLOWED. NO SMOKING allowed in the building or in the restrooms. NO PETS allowed in the building. All violators of these rules will be asked to leave the Fair and will not be accepted in future Fairs. This includes any Fair that the vendor has already been accepted into.
16. Please follow an appropriate dress code.
17. Questions from vendors prior to the Fair, may be answered by calling Munster Parks and Recreation or Barb at (219) 836-6923 or by emailing bholajter@munster.org. During the Fair, Munster Parks and Recreation staff will be available to answer any questions or concerns at the check-in/information table.