

munster PARKS AND RECREATION

Dear Artist/Crafter:

Thank you for your interest in Munster Parks and Recreation's **NEW HOLIDAY BOUTIQUE**. This event will take place at Centennial Park Clubhouse, 1005 S. Centennial Drive. Fair hours are 9am-4pm. Vendors will have their option of Saturday, November 28 or Sunday, November 29. At this time, we are only allowing you one day so we can offer more variety to the public and a better opportunity for many more vendors to sell. Should we not be able to fill both days with different vendors, we will reach out to those interested.

This Holiday Boutique is strictly for handmade vendors who can provide work-in-progress pictures. (No home-business based vendors allowed.) We are seeking vendors with the most unique product.

Please view the updated Rules/Regulations on page 2.

Note that past participation does not guarantee you will be selected. The jury will pick vendors based on picture submissions, variety and if needed the 10% rule.

Applications are to be submitted no later than November 11. The Jury will review and select. Vendors will be emailed of their acceptance on November 12 (afternoon). Submission past the deadline is open based on availability and requirements above.

Upon acceptance, you will be required to show the entire day from 9am-4pm. You will be provided 1 six-foot table per booth. Booth spaces will be limited to 3' wide by 6' long *(subject to change.)*

Y N Will your space require 1 six-foot table? (If Y, please bring your own linen.)

Y N Will you require a chair? (If Y, each booth space is allowed up to 2. I would like _____.)

Y N Does your product contain glitter? (If Y, you must provide your own tarp for underneath.)

Please see COVID disclaimer on page 2.

Thank you,



Jill Higgins
Superintendent of Recreation
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2020 HOLIDAY BOUTIQUE Rules and Regulations

SET-UP TIME:	6:30AM-9:00AM	TEAR DOWN TIME:	4:00PM-6:00PM
SHOW HOURS:	9:00AM-4:00PM		
LOCATION:	Centennial Park Clubhouse, 1005 S. Centennial Drive, Munster, IN 46321		
DEADLINE:	Applications are to be accepted until November 11. However, should openings still be available after 11/11, they will still be taken.		
WHO CAN PARTICIPATE:	Home-made Arts and Crafters only who are able to show in-progress photos. No home-based businesses will be allowed. Vendors must be 18+ to participate.		
WHAT CAN I SELL:	Vendors may only sell the items that were approved with their application. No gift baskets, imports, wholesale or flea market items will be allowed.		
APPLICATION/JURY REVIEW:	Applications will be reviewed by our outside jury on November 12 (morning). All items must be handmade in the USA by the exhibitor. Vendors must submit 4 photographs of their work for each product use. This includes 2 in-progress photos and 2 finished photos. Accepted vendors will have their photos returned on event day.		
BOOTH FEE:	\$107.00 Booth fee pays for event marketing, staff, heavy sanitation of facilities and more.		
BOOTH SPACE:	Subject to change, but tentatively 3' W by 6' L.		
ELECTRIC FEE:	Limited electricity will be available within Centennial Park. Fee is \$10.70.		
PAYMENT:	All forms of payment are accepted, including checks, cash and credit cards. Non-Sufficient fund checks will be assessed a \$27.50 service charge.		
REFUNDS:	Refunds will only be given should you show COVID-19 symptoms and give proper notice. No refunds will be authorized otherwise.		
ADVERTISING:	Newspaper Advertising, Posters, Flyers, Banners, Electronic Message Board, Craft Fair Publications, Websites, Email Blasts and Social Media.		
PARKING:	Vendors must park their vehicles in the back of the lot. Please use minimal vehicles as there is limited parking.		
TAX RATE:	The Indiana Retail Tax Rate is 7%.		
DAY OF EVENT:	Vendors are required to sell all hours of the Boutique, from 9am-4pm. Vendors understand you may only use the space provided to you to sell your product. Vendors understand that you are able to make trips to your car during the event hours to replenish your items should you need to. Vendors understand you will be allowed into Centennial Park Clubhouse at 6:30am to set-up and must be cleaned up and out by 6pm. Vendors also understand that under no circumstances are you allowed candle or incense burning. If your product contains glitter, you must place a tarp underneath.		
COVID DISCLAIMER:	Should you present any symptoms of COVID or any illness, you are required to stay home. Given proper notice, you will receive a full refund. The flow of traffic will have a designated in/out door and customers will follow the arrows on the ground one-way. Vendors and customers aged 3 and older will be required to wear a mask while indoors. Each vendor is to have hand sanitizer at their booth. We will follow the capacity restrictions set forth by Centennial Park Clubhouse.		



2020 HOLIDAY BOUTIQUE

Vendor Application

CENTENNIAL PARK

Name: _____

Business Name (if applicable): _____

Address: _____

City: _____ State: _____ Zip: _____

Cell: (_____) _____ Email: _____

Social Media information for advertising:

Facebook name: _____ Instagram: _____

Describe Arts/Crafts in detail. All items must be listed: _____

You must provide work in-progress photos:

_____ Yes, you should already have them as I am a repeat vendor.

_____ Yes, they are included in my email or envelope.

Date Preference Mark 1 next to 1 st preference, 2 next to 2 nd .	Booth Amount	Fair Name	Booth Fee (includes tax)	Electric Fee (includes tax)	Total Amount
		Holiday Arts/Crafts Fair Saturday, November 28	\$107.00	\$10.70	
		Holiday Arts/Crafts Fair Sunday, November 29	\$107.00	\$10.70	
If space allows, I would like to participate in both days.					
		I wish to pay by:	Cash	Check (*)	Charge(/)
Total amount to be charged:					

(*) Please make check payable to Town of Munster.

(/) Should you wish to pay by Credit Card, we will contact you if you are accepted.

LIABILITY STATEMENT

) will not be held responsible for any loss, damage, defacement or destruction of any property displaced by the vendor no matter how it is caused. This also includes personal injury. MPR 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 AND CRAFTS MUST BE HANDMADE AND 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.

Signature: _____ Date: ____/____/2020