

Knox Friends of the Park Assoc. Knox IN

P.O. Box 175

Knox IN 46534

www.knoxfriendsofthepark.org

The 2009 Knox Harvest Festival was a great success. There was a great turnout of vendors and participants. The Friends of the Park Assoc. will once again host the festival for 2010 in order to continue the park projects that will help the youth of Knox and Starke Co.

This year's festival will be **August 27-29, 2010**. The activities will surround Starke Counties historical Courthouse. We believe that this unique festival represents a great opportunity to vend your goods, services and activities. The Starke County Tourism, Starke County Chamber of Commerce, City of Knox, local radio and news outlets as well as our organization are working together to increase publicity and foot traffic.

Enclosed you will find a vendor application and guidelines. Applications must be completed and returned with payment to:

**Friends of the Park Assoc.
PO Box 175
Knox IN 46534**

Applications must be postmarked by July 25th, 2010 or there will be a \$25.00 late fee. Applications are also available online at www.knoxfriendsofthepark.org.

If you are a food vendor, we are enclosing a food permit application required by the Starke County Health Department. Please note, food vendors should send in two payments: one payable to the Friends of the Park Assoc. for the cost of space rental, electric and/or water. The Application and payment for the Health Dept permit may be sent with the booth application and payment. If the permit application is filled out correctly and a separate payment for the permit is enclosed, we will turn this into the Health Dept for you. If you have any questions about your health permit, please contact the Health Dept. **The Health Dept will not accept a check. Your permit application must be received 30 days prior to the event. Please be prompt.**

Please send you paperwork in as soon as possible. Spaces filled up pretty fast last year and we have expanded this year. **Food Booths will be limited** to prevent overbooking. The Harvest Festival Committee will review vendor applications on a "first come, first serve" basis". We reserve the right to deny any vendor based on inappropriate goods and services and to maintain a balance or variety of vendors and merchandise. *Any vendor **not accepted** will be notified promptly and the fees returned.*

For more information or if you have any questions, please contact:

Tony Radkiewicz Sr.
President
574-806-1522
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Jim Garner
Vice-President
574-930-6364
expgmedic@yahoo.com

Nina Radkiewicz
Secretary / Treasurer
574-806-1469
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Friends of the Park Association of Knox
Harvest Days Festival 2010
Vendor Rules and Regulations Agreement

Vendor Schedule (all times are CST):

Move In - Friday, Aug. 27th: "12 Noon" -No later than 4:00PM
Move In Saturday, Aug. 28th: No Later than 8:30AM
Move Out: Sun. Aug. 29th: 3:00PM (Please stay until 3, we will have activates until then)
Please try to be out no later than 5:00PM

Please, after no vehicles will be allowed in Festival area after Vendor set-up time. Please move all vehicles to parking areas after you have set up. All vendors must vacate the Courthouse Square by 5:00PM on Sunday, Aug.30th.

Festival/Vendor Hours:

Fri. Aug. 27: 4:00PM-9:00PM, Sat. Aug. 28: 9:00A-9:00P, Sun. Aug. 29: 9:00A-3:00P-Community Worship at 8:00 AM

Vendors must exhibit and be present during these hours. No overnight parking or camping will be allowed in the Courthouse Square. Parking will be assigned areas. There is parking on the north side of the Moose Lodge. There are several campgrounds within a short distance. Picnic tables will be placed in food booth areas. **BANDS will play until 10 PM**

Payment, Cancellation and Space Allotment

Rental applications and payment must be postmarked no later than July 25, 2010 or a \$25.00 late fee will be added. Payment is due in full with contract. Any cancellation must be in writing. Cancellations received before July 10 will be sent a full refund. Cancellations before July 20 will receive a 50 % refund. Any cancellation after July 20 will not receive a refund. Space will be assigned on a first come first serve basis upon receipt and approval of application. The vendor must provide table and shelters. **Spaces are in 12-foot lengths. Please make sure of your size including trailer tongue and openings.** Give yourself and others room. Harvest Festival Committee **will not provide** electric cords or water hoses.

Food Vendors

All food vendors must meet both Starke County and the State of Indiana health codes for food service. **A Health Department Operating Permit must be clearly displayed.** The application is enclosed and can be returned with the application for booth space. A payment is required. Please note that the **Health Department does not accept checks and fees have increased.** All permit **applications & payments must be received by the Starke County Health Department 30 days prior** to the Festival.

Insurance

The Friends of the Park Association of Knox, Indiana, The Harvest Festival Committee and City of Knox are not responsible for damage, theft or loss. The Festival will provide night security. By signing below the vendor certifies that they have obtained any insurance required by local, state or federal law in the operation of their business.

Rules of Conduct

The Friends of the Park Association of Knox is a family-focused organization and therefore insists that the Harvest Festival be conducted in the same manner. As such, we do not tolerate activities that we find unsuitable for families including obscene language and gestures. The sale of alcohol, tobacco and glass bottled beverages are prohibited. Persons found in violation will be escorted from the Festival immediately and may be held responsible for any damages incurred. No refunds will be given to anyone in violation.

PRINT NAME: _____ DATE: _____

SIGNATURE: _____

Mail Application and Agreement to:
Friends of the Park Assoc. P.O. Box 175 Knox IN 46534
www.knoxfriendsofthepark.org

**Harvest Days Festival
2010 Space Rental Application**

Application for the HARVEST FESTIVAL sponsored by the Friends of the Park Association of Knox, Indiana
Mail to: **Friends of the Park Assoc. P.O. Box 175 Knox IN 46534**

ALL INFORMATION IS REQUIRED** **WRITING MUST BE LEGIBLE**
FRIDAY, SATURDAY & SUNDAY - AUGUST 27, 28,29, 2010

NAME: _____
PHONE#: _____
ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____

Please give a brief, accurate description of the items or activities that you will have in your booth space. Please include prices or attach menu.

Have you been to the Harvest Festival within the last 5 years: _____?

>>YOU ARE RESPONSIBLE FOR YOUR OWN INSURANCE<<

I, the undersigned, realize that I am responsible for my own insurance and hereby release the Knox Friends of the Park Assoc., its agents and employees from all claims, actions, and liability arising out of the activities engaged in by myself, my family or agents associated with this festival.

Signature of Applicant:(required)_____

Date: _____

Single Space (12'x 12') \$60 _____ Double Space (12'x 24') \$110 _____
Triple Space (12'x 36') \$160 _____ Water (circle if required) \$25 _____

Electric (circle voltage) \$25 110 or 220

Late Fee of \$25.00 if application is postmarked after July 25th. _____

TOTAL FEES \$_____

THE FOLLOWING MUST BE INCLUDED WITH APPLICATION IN ORDER FOR IT TO BE CONSIDERED:

- 1) Payment in Full
- 2) Booth Application and Vendor Agreement signed
- 3) Separate Payment and Application for Health Dept. Permit (**Food Vendors, Starke Co. Fee Has Increased**)
- 4) List of items intended for sale plus a photograph if available.

A letter will notify you only if the Knox Harvest Festival Committee has rejected your application.

** The Friends of the Park Association reserves the right to dismiss anyone at anytime at
the discretion of the management**

Please read Rules & Regulations enclosed with contract. Signature is absolutely necessary on both forms.

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