**Danville Tri Kappa’s 25th Annual**



**Fair on the Square**

 **2023 Vendor Application**

 **September 9 & 10, 2023**

 **Sat 9am-6pm & Sun 10am-4pm**

Contact:TKFairontheSquare@gmail.com or Facebook Danville Tri Kappa Fair on the Square

**Vendor Information**

|  |
| --- |
| Business Name: Click or tap here to enter text. |
| Primary Contact Name: Click or tap here to enter text. |
| Additional booth contact(s), if applicable: Click or tap here to enter text. |
| Address: Click or tap here to enter text. |
| Cell Phone: Click or tap here to enter text. |
| Email *(required):*Click or tap here to enter text. |
| Social Media Links:Click or tap here to enter text. |
| How Did You Hear About Us/Who Referred You: Click or tap here to enter text. |

Have you participated in Fair on the Square in the past?  [ ]  Yes [ ]  No

If so, what was the last year you participated? \_Click or tap here to enter text.­­\_

Will you be using a trailer to set up? [ ]  Yes [ ]  No

**Booth Information**

What type of products do you sell? (check all that apply)

|  |  |
| --- | --- |
|  [ ]  Arts & Crafts (JURIED) | [ ]  Service Provider |
| [ ]  Handmade Crafts / Products (JURIED) | [ ]  Non-Profit Organization |
| [ ]  Locally Grown/Produced Food Items | [ ]  Concessions |
| [ ]  Storefront on Square | [ ]  Small Business |

Are you selling items as a representative of a direct-sales business?  [ ] Yes [ ] No

If yes, name of the business? \_\_Click or tap here to enter text.\_\_\_\_\_\_\_\_\_\_\_\_

Please describe the items you plan to sell, the mission of your non-profit, or the service you plan to promote:

\_\_Click or tap here to enter text.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Please submit one picture of your booth and three pictures of the items you sell. You may also provide a website/social media link to satisfy this requirement if there is a picture of your booth/items*

**Booth Request & Rental Fees**

Complete one column.  **PLEASE CHECK ALL APPLICABLE FEES.**

|  |  |  |
| --- | --- | --- |
| [ ]  I request a SINGLE booth(11 ft wide by 11 ft deep)[ ] Business Rate $100[ ] Non-Profit Rate   $50[ ] Electric hook-up  $20  (limited availability-20 amp/110v)Total Booth Rental:\_Click or tap here to enter text.\_\_ | [ ]  I request a DOUBLE booth(22 ft wide by 11 ft deep)[ ] Business Rate      $180[ ] Electric hook-up  $20  (limited availability-20 amp/110v)Total Booth Rental: \_Click or tap here to enter text.\_\_ | [ ]  I request a CONCESSIONS boothBooth # Request (\*See Event Information below)\_Click or tap here to enter text.\_ Booth Rate                         $150Requested electric for your booth: (included)  [ ]  50 amp [ ]  20 amp[ ] Water hook-up   $10Total Booth Rental:\_Click or tap here to enter text.\_\_ |

**Make check or money order payable to** **Danville Tri Kappa**.

**Please include the name of your business in the memo line**.

**Registration will not be considered complete until payment is received**.

Waiver (**REQUIRED**)

The booth occupant and operator, and its, his, or her employees and agents shall indemnify/hold harmless Delta Kappa Chapter of Kappa Kappa Kappa, Inc. against any and all claims arising from any accidents, injury, illness or damage whatsoever, howsoever caused to any person or to any property occurring during the “Fair on the Square” in the event calendar year in, on, or about the booth or booths or on the area adjoining the booth rental space, and against all expenses, counsel fees, and liabilities incurred in connection with any such claim or any action or proceeding brought on any such claim. No booth occupant and operator, and its, his, or her employees and agents shall be under the age of eighteen (18) years of age.

By execution of this application, the booth vendor herein acknowledges its, his, or her indemnification agreement as herein provided.

I have read and agree to the attached Instructions & Guidelines

Name of booth owner/operator (printed):\_Click or tap here to enter text.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature:**\_\_Click or tap here to enter text.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   **Date:** \_\_Click or tap to enter a date.\_\_\_\_\_\_\_\_

**Application Completion & Submission:**

|  |  |
| --- | --- |
| Please submit the following to complete application:[ ]  Application with signed waiver[ ]  Booth Payment[ ]  Photos of product & booth[ ]  Social Media Links (This will help us advertise to your customers)[ ]  Certificate of Insurance (List Danville Tri Kappa as Additionally Insured), if applicable | Send items to:Danville Tri KappaP.O. Box 254Danville, IN 46122 |

*Booth Reservations will not be secured without payment.*

2023 Vendor

Instructions and Guidelines

Fair on the Square is the largest fundraising event for Danville Tri Kappa, a not-for-profit organization of volunteers committed to charity, culture, and education/scholarships in Indiana.

**Event Information**

Fair on the Square will be held Saturday, September 9, from 9 a.m. to 7 p.m. and Sunday, September 10, from 10 a.m. to 3 p.m. The event will be located on the streets surrounding the Hendricks County Courthouse in Danville, Indiana. There will not be a rain date. We now have a rain location if needed (forecast for entire weekend of rain). This information will be communicated to all vendors the Wednesday before Fair on the Square if applicable.

The Fair on the Square Half Marathon and 5K will be held on Saturday, September 9th. The Half Marathon will start at 8:00 a.m. with the 5K following at 8:15 a.m. from the Courthouse Square.

* Fair on the Square will be a juried event. When you submit your application for a juried booth, be sure to include one picture of your booth and three pictures of the items you will sell. You may also submit a link to your photos/business as well. **This is required**.
* We will be giving priority to those exhibitors that feature fine arts, fine crafts, crafts/handmade items, homegrown products, antiques, collectibles, and unique items for sale.
* We will not be guaranteeing return exhibitors.
* We will not be guaranteeing exhibitors the same booth locations as the previous year or through special request.
* We will only accept one exhibitor for each brand of direct sales.
* General liability insurance is always good to have in the event someone slips, falls, or somehow gets hurt in your booth and the liability falls on you **or** if they or you cause damage.  More than likely you are a small business and having the burden of paying out a claim could be detrimental. It is not required; although we strongly suggest that if you do not have general liability insurance, you obtain it.
* If you have available, provide a copy of Certificate of Liability Insurance with Danville Tri Kappa as the Certificate Holder.
* Concessions Booths must have electric cord appropriate length for booth requested. The following length will be needed plus additional length depending on placement of plug on your food truck: Booth #1: 10 feet, Booth #2: 41 feet, Booth #3: 72 feet, Booth #4: 103 feet. No loud generators will be allowed. Danville will provide converter plugs for electric however we don’t garuntee that they will work for your electrical needs. If you would like to see them prior to the event please contact us to make arangements. Booth # will be determined by the Fair on the Square selection committee.
* Electrical hook up will be provided when requested but you are responsible for bringing your own extension cords. Hook ups are not always close by, so it is recommended that you have 100ft.

**Important Dates**

* Completed application and payment by check or money order must be mailed by 8/1/2023 to:
	+ Danville Tri Kappa

P.O. Box 254

Danville, IN 46122

* Confirmation and booth space assignments will be sent to Juried Booth Applicants via email on or about:
	+ July 1st for applications received by June 1st
	+ September 1st for applications received by July 31st
* Non-Juried Applicants will be notified by September 1st
* NO refunds will be made after August 1st unless Danville Tri Kappa has denied your application.

**Booth Set Up**

* All booths will be placed on streets made of concrete, asphalt and/or brick.
* Single booth spaces are 11 feet wide (side open to customer) and 11 feet deep. Double booth spaces are 22 feet wide and 11 feet deep.
* All exhibitors must provide their own tables, chairs, tents, signage, extension cords, tent weights and other equipment as desired.
* All tents must be secured with at least 40-pound weights attached to each pole.
* Each exhibitor will receive a confirmation e-mail that specifies arrival and set up time specific to the exhibitor’s booth location. Fair Committee members will schedule set up times that will allow for efficient set up.
* All exhibitors will be assigned a Friday evening set up time starting in 30 minute intervals between 4:30 p.m. and 8 p.m. with confirmation e-mail to arrive by the Wednesday before the event.
* Each exhibitor shall arrive and set up at the designated time. Please do NOT arrive earlier than the time specified in the confirmation e-mail.
* Exhibitors may choose to set up on Saturday morning by 7:45a.m. instead of their assigned Friday time. However, be aware that the Hendricks County Half Marathon will be occurring that morning with the starting line located at the corner of Washington and Marion Streets. Plan for extra foot traffic, congestion and nearby street closures during the early morning hours on Saturday.
* Booths are welcome to open early for the Fair on the Square Half Marathon and 5K shoppers.
* **Each exhibitor must unload his or her vehicle at the booth space and then remove his or her vehicle from the Square immediately. Do NOT attempt to set up the booth with your vehicle present.** Being able to access your booth by vehicle is not guaranteed if you do not set up during your allotted Friday time.
* Tri Kappa will have representatives available during Friday and Saturday set up times. Those representatives will have a complete list of all participating exhibitors, as well as their booth space assignments and locations. Booth assignments are subject to change without prior notice.
* All exhibitors should keep their booths clear of trash throughout the fair.

**Booth Tear Down Requirements**

* Exhibitors must not begin tearing down their booths prior to the end of the Fair at 4 p.m. on Sunday or you will be subject to booth space being denied in the future.
* No vehicles will be allowed on the Square until after 4 p.m. on Sunday.
* Booths must be torn down prior to driving your vehicle on the Square.
* All exhibitors MUST be completely cleared off the Danville Town Square by 6 p.m. on Sunday. **NO EXCEPTIONS.** Any items remaining on the Danville Town Square become the property of Danville Tri Kappa.
* Exhibitors should clear their booth spaces of all trash at the end of the fair and place in dumpster. Exhibitors are responsible for disposing of unwanted items in the appropriate containers provided in the fair area.

**Information for All Booths Selling Food Items**

* All exhibitors offering food items for sale will be required to make application and payment – if applicable and at their own expense – for the appropriate health permit through the Hendricks County Health Department in Danville, Indiana.
* Health permits are required for not-for-profit organizations. Not-for-profit booths are fee exempt, unless otherwise mandated by the Health Department.
* Due to the complexity of exemptions, please contact the Hendricks County Health Department food specialist before applying for a health permit. Contact Lisa Chandler at lchandler@co.hendricks.in.us OR 317-745-9217.
* Exhibitors selling food items must have a receipt that they have paid for their health permit. A Health Department representative will make inspections starting Saturday 9:00 - 9:30 a.m. and issue permits after inspection has been completed.
* Concession items for sale are approved on a first come, first serve basis. There will be NO exact duplication of food items in concession booths.

**Staffing of Booths**

* All booths must be set up, staffed and ready for business by 9 a.m. on Saturday and 10 a.m. on Sunday.
* All exhibitors are required to man their booths at all times throughout the fair.
* Danville Tri Kappa will have booth sitters available to assist you when needed.
* All exhibitors must be 18 years old or older.

**Other Important Information**

* Full-time official security will be provided 8 p.m. Friday to 7 a.m. Saturday. Security will also be present from 7 p.m. Saturday to 8 a.m. Sunday.
* Motorized and Non-Motorized modes of transportation are prohibited on any street occupied by pedestrians on Saturday 8 a.m. to 7 p.m. and Sunday 9 a.m. to 3 p.m.
* Vehicles restocking booths on Sunday morning must be off the Square by 8:30 a.m.
* Portable restrooms will be available south on Marion Street and east of Washington Street.

**Event Contacts**

Delta Kappa Chapter of Kappa Kappa Kappa, Inc.

DBA Danville Tri Kappa

P.O. Box 254

Danville, IN 46122

Email: TKFairontheSquare@gmail.com

Facebook: www.facebook.com/DanvilleTriKappaFairontheSquare