



EXHIBIT SPACE POLICY AND REGISTRATION FORM

Thank you for your interest in applying for exhibit space at:

*City of Angola 4th of July Concessions
July 4, 2019 at Commons Park, Angola, IN*

The event contact is Matt Hanna and he can be reached at (260)665-1588.

Please review all the information outlining our policies, procedures and guidelines when applying for exhibit space as a concessionaire (food vendor) or a products (non-food) vendor. To fill our exhibit space, we seek high caliber, unique, clean and friendly vendors that will enhance the quality and variety of our event. ***WE RESERVE THE RIGHT TO DECLINE OR PROHIBIT ANY EXHIBIT, EXHIBITOR OR PROPOSED EXHIBITOR WHICH IS NOT SUITABLE TO AND IN KEEPING WITH THE CHARACTER OR SAFETY OF THE EVENT.***

For you to be considered for exhibit space, you must complete the application along with payment and submit it with any information pertaining to your exhibit. ***PAYMENTS MUST ACCOMPANY THIS REGISTRATION FORM TO BE APPROVED AND ASSIGNED EXHIBIT SPACE.***

Submission of this application form does not constitute a contractual agreement between any exhibitor and the City of Angola. All applications will be reviewed and responded to as timely as possible. Space is limited.

Subletting exhibit space or misrepresentation of exhibit is prohibited.

Complete the following and return with payment by ***Friday June 14, 2019*** to:

**Angola Parks & Recreation
4th of July Celebration
210 N Public Square, Angola, IN 46703
Phone: (260) 665-1588**

NEW FOR 2019: FIRE LANTERNS shall NOT be sold or given out by vendors!

Name of Business or Organization: _____

Owner/Contact Name: _____ On-site Contact Name: _____

Mailing Address: _____ City/State/Zip: _____

Business/Organization Phone: _____ Contact Email: _____

Type of Concession (Circle One): FOOD or NON-FOOD

Items you are selling (please describe): _____

Is ELECTRICAL service needed? YES or NO If YES: 110V or 220V

Amperage (circle): 10 20 30 40 50

List any Special Electrical Requests: _____

Type of Trailer (Circle): FRONT SERVING SIDE SERVING REAR SERVING

Exhibit spaces are at least 20'. Exhibit space costs each: ELECTRICAL \$125, NON ELECTRIC \$50.

Indicate number of spaces requested: #____ Electrical #____ Non-Electrical

Total Amount Enclosed: \$_____ Checks Payable to: *City of Angola*

A returned check fee of \$25.00 will be assessed for all checks that do not clear on the first attempt.

LIABILITY INSURANCE: All exhibitors are required to carry appropriate general liability insurance. Evidence of insurance must be provided with the registration form which shows policy is in full force and effect. ***Exhibitors will not be allowed to set-up without a valid insurance certificate.***

HEALTH DEPARTMENT PERMIT: All vendors serving food items must be approved by the Steuben County Health Department. For the required permit, contact the Health Department @ (260)668-1000, ext. 1500. ***You must bring a copy of your Health Department Permit with you to set up.***

MOVE-IN: Please select from one of the following set-up times (circle one):

Wednesday, July 3 from 4:00-6:00PM

Thursday, July 4 from 7:00-9:00 AM

Set-up outside of these hours is subject to additional charges.

ELECTRICAL HOOK-UP: Exhibitors requesting electrical power will be assigned exhibit space based on electrical needs requested. Only heavy duty three-wire extension cords in good condition may be used on premises. ***ALL ELECTRICAL SERVICE CONNECTIONS MUST BE COMPLETED BY THE EVENT ELECTRICIAN PROVIDED. UNDER NO CIRCUMSTANCES WILL A VENDOR BE ALLOWED OR PERMITTED TO COMPLETE ELECTRICAL SERVICE CONNECTIONS.***

OPERATING HOURS: All exhibits can be open to the public during the following date and time: Thursday, July 4 from 8:00 AM to 11:00PM.

CLEANLINESS: All exhibits must be conducted in a quiet, orderly manner, keeping the exhibit area neat and clean. Grounds must be free from trash, rubbish and litter in front, rear and both sides of the exhibit area which you are assigned.

LODGING: Vendors are not permitted to utilize exhibit space for the purposes of overnight lodging. Campground and hotel information is available by contacting the Steuben County Tourism Bureau at (260)665-5386.

MOVE-OUT for all vendors cannot begin prior to 11:00 PM on July 4, 2019. ***DUE TO SAFETY CONCERNS, NO VEHICLES ARE ALLOWED INTO THE EXHIBIT AREA AFTER 9:00 AM OR PRIOR TO 11:00 PM ON JULY 4, 2019.***

Move-out must be completed by noon on July 5, 2019. Should an emergency arise, contact the event coordinator. If a vendor has a conflict with the required move-in and/or move-out dates/times, please notify the event coordinator as soon as you are aware.

PARKING: There will be a parking area for vendors located to the South of the vending area. All vendors should enter/exit the south drive to the park. Vehicles will not be permitted in the vending area, please make appropriate accommodations so that you will not be driving in the vending area

PAYMENT: Payment in full is required at registration. No refunds will be made less than 30 days prior to the event start date.

PETS: Pets are permitted in the exhibit area, if they remain on a leash or appropriately housed and must not interfere or pose a hazard to event guests or other vendors.

ANY EXHIBITOR IN VIOLATION OF AN EVENT POLICY WILL BE NOTIFIED OF THE VIOLATION AND PROVIDED WITH ADEQUATE TIME TO CORRECT. IF THE VIOLATION IS NOT CORRECTED, THE EXHIBITOR WILL BE REQUIRED TO WITHDRAW FROM THE EVENT AND ARRANGEMENTS WILL BE MADE FOR A SAFE EXIT. NO REFUNDS WILL BE MADE.

WE RESERVE THE RIGHT TO IMMEDIATELY DISMISS ANY VENDOR WHO POSES AN EXTREME HEALTH AND/OR SAFETY HAZARD.

I have read and understand the information above and agree to comply.

Printed Name: _____ Date: _____

Signature: _____ Title: _____

Return this application along with payment to:
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4th of July Celebration
210 N Public Square, Angola, IN 46703
Deadline for application is: Friday, June 14, 2019.