



Dear Heritage Weekend Booth Vendor:

The Festival dates for this year are September 13, 14, 15 & 16th.

This is the only correspondence that you will receive before the festival.

Please read the enclosed rules, sign and return a copy with your full payment. FULL PAYMENT IS EXPECTED before June 1, 2018. NO PARTIAL PAYMENTS ARE ACCEPTED. NO CASH PAYMENTS ACCEPTED, only Checks or money orders made out to LANESVILLE HERITAGE COMMITTEE. We can send you a PayPal invoice if you wish to pay by Credit/Debit card. You must contact me via email for a PayPal invoice.

Payment received after June 1 will be assessed a \$25.00 late fee.

We intend to have WIFI available at the festival. You will be able to purchase and register for this at the time you arrive to pick up your booth information.

Spaces will not be held after August 1, 2018. Refunds will be made for cancellations before August 1. Because of expenses incurred 25% of your deposit will not be returned. Refunds for cancellations after August 1 are at the discretion of the committee. Your cancelled check will serve as your confirmation. Completely fill out the enclosed reservation form. Failure to do so may invalidate your reservation. NO REFUNDS DUE TO WEATHER OR ACT OF GOD.

RETURN ENCLOSED RESERVATION FORM WITH PAYMENT TO:

Lanesville Heritage Committee
ATTN: Vince Walther
P.O Box 313
Lanesville IN 47136

If you have questions that are not answered in this letter or the rules, please email me at [**waltherv@frontier.com**](mailto:waltherv@frontier.com)

We look forward to seeing you at our Festival in September.

Vince Walther
Booth Chairperson

LANESVILLE HERITAGE WEEKEND BOOTH RULES

Sign & return the application (page 3) keeping a copy for your records.

IT IS IMPORTANT THAT YOU READ THESE RULES CAREFULLY, ESPECIALLY THOSE THAT ARE BOLD. IT IS YOUR RESPONSIBILITY TO SEE THAT THESE RULES ARE OBEYED.

1. Each booth space is 10' wide & 16' deep. You are limited to this space since they are placed side by side. Booth structures, merchandise and operators are required to stay within the boundaries of contracted space. (One space-10X16, two-20X16, three-30X16, etc.) We reserve the right to refuse or reject any booth any time for rules violation or questionable operations. All spaces are outdoors.
2. Booth Rental is \$225.00 for food booths & \$150.00 for non food booths for the 4 days. Non profits stay the same. **Your full payment for booth rental must be postmarked by June 1, 2018. NO PARTIAL PAYMENTS WILL BE ACCEPTED.** Reservations will be taken until June 1, 2018 for the number of space(s) you had last year. If payments are not made by June 1 spaces will not be held. Refunds will be made for cancellations before August 1. Because of expenses incurred, 25% of your deposit will not be returned. Refunds for cancellations after August 1 are at the discretion of the committee. Your cancelled check will serve as your confirmation. Completely fill out the enclosed reservation form. Failure to do so may invalidate your reservation. **NO REFUNDS DUE TO WEATHER OR ACT OF GOD. RETURN ENCLOSED RESERVATION FORM WITH PAYMENT TO: Lanesville Heritage Committee, ATTN: Vince Walther, P.O. Box 313, Lanesville, IN 47136.**
3. Booth Set-Up begins Tuesday, September 11th, anytime during the day or evening thereafter. When you arrive on the grounds, come to the small Gazebo to receive your registration envelope. **YOU MUST DO THIS!** It contains your booth number, booth access pass for unloading supplies only and information for the weekend. If you have a trailer, try to get it in as early as possible. Trailers are hard to maneuver around in limited areas. Please note that you will need to set up on blacktop, gravel or grass. **(NO SPIKES ALLOWED IN BLACKTOP.) Spikes may be used in gravel or grass with prior approval from committee. Tongues on trailers may not stick out of your 10' x 16' space. We do not have the man power to assist you in setting up your booths or products. Make sure to bring your own manpower to do this. If you need equipment such as a forklift to unload your products, this is your responsibility to have this worked out ahead of time and provide. Pop Ups must be weighted down!**
4. All booths must be operated and occupied during the scheduled hours of all four festival days.
Booth Hours
 - September 13, 2018 5:00 PM – 9:00 PM
 - September 14, 2018 9:00 AM – 9:00 PM
 - September 15, 2018 9:00 AM -10:00 PM
 - September 16, 2018 9:00 AM – 5:00 PM
5. Winners of drawings of give aways will not be announced during closing. It is the responsibility of the booth representative to supply winner with item that was advertised.
6. All booths must visibly display name of booth, sponsoring organizations and booth number!
7. Lanesville Heritage Weekend is a family-oriented event. **We do not allow materials we deem inappropriate to be displayed or sold, including guns(of any kind), knives (of any kind), or other weapons (of any kind). We do not allow shirts or objects we consider lewd or displaying offensive language or caricatures. No fart spray, silly string, invisible ink or other item that is not acceptable to the committee. We reserve the right to ask you to remove such items from your booth. Failure to comply can result in your expulsion and future banning from our event. All decisions rest with Heritage Directors. The following items are not allowed in booth area: alcohol, glass bottles,**

disruptive speakers, radios, sound systems, music and bullhorns. In addition, no slides, posters, movies or materials that may be considered offensive will be allowed. NO LIVE ANIMALS OR REPTILES ARE TO BE GIVEN AWAY AS PRIZES!

ILLEGAL GOODS AND PROHIBITED ITEMS: NO illegal goods of any kind are to be sold on the Lanesville Heritage Grounds or at the Lanesville Heritage Weekend Festival. These items include, but are not limited to: fireworks, drugs or drug paraphernalia, alcohol for sale, NO LASER POINTERS, counterfeit merchandise and/or merchandise that infringe upon any registered trademarks or copyright laws (clothes, purses, jewelry, DVDs, etc.). Any discovery of illegal goods will be reported immediately to the proper authorities and you will be asked to leave immediately and will not be allowed to return in the future as a vendor at the Lanesville Heritage Weekend.

8. **Lanesville Heritage Weekend reserves the right to move booth locations and set the placement of booths within the booth areas.** In addition, we reserve the right to refund or reject any booth any time for rules violation or questionable operations.

9. Remove all vehicles from booth area before opening time each day. If restocking is necessary it may be done before or after operation hours or may be carried into booth location. Vehicles of any type, golf carts & 4-wheelers are not allowed in the booth area except those operated by the Lanesville Heritage Committee members.

10. **No booth location may be sublet.** If you do not show up for the weekend, even if paid for, you will not receive a reservation for the next year. **If your booth is not set up and ready to go by 5:00 PM on September 13, your booth space will be forfeited.**

11. Booths operators are required to stay within the boundaries of contracted booth space. Booth operators may not sell or distribute materials from the back of their booth or outside of their booth. Aisle ways are to be kept clear.

12. Food Vendors are responsible for the proper disposal of waste as: liquids, grease, hot coals, etc...

13. All booths must comply with Indiana Fire Marshall Codes & Regulations as well as local code. The State Fire Marshall's Office is requiring that ALL BOOTHS have a fire extinguisher and an exit sign posted in every booth. If you are frying with grease in your booth, you must have a K2 Fire Extinguisher.

14. **The Heritage Committee has the exclusive rights to sell ice on the festival grounds. No private buying of ice will be allowed. Purchase ice from the information booth located on the West grounds.**

15. Electric Hookups: Electric is available to all spaces. Hook-ups are 110. All cords must have a GFI plug. Food booths – if you need 20 amps you will need to make arrangements with the Electrician on the grounds. There will be NO electric hookups until Thursday. **There will be additional charge of \$100.00 for any auxiliary food service truck/trailer that is hooked up to Heritage outlets on the West Grounds only.** No other hookups available. This will be payable at the time you check in at the Gazebo. No service truck/trailer hook ups are allowed in the campsite area. **NO EARLY ARRIVALS! NO PARKING OF SUPPLY TRUCKS BY THE BASEBALL FIELDS TO RESERVE SPOTS BEFORE TUESDAY, SEPTEMBER 11. YOUR VEHICLE WILL BE TOWED IF THIS OCCURS.**

16. West Ground Water: Water hookups provided by the Heritage Committee. Any water that is needed by you will need to be provided by you. Must have food grade hose.

17. If you need a fork lift for unloading purposes we need to know at least a week before you arrive, we can not make arrangements after the festival has begun. You must unload and set up your own products and displays in your booth or provide the man power to do so. We do not have the man power to assist.

18. **SECURITY** Is provided beginning on Friday, September 14. **Heritage Committee is not responsible for anything stolen or damaged.**

19. **If you are holding a drawing for any item in your booth you must apply for, obtain and submit to the Lanesville Heritage Booth Chairperson an Indiana Gaming License for said drawing by September 1 (no exceptions). This is your responsibility and if it is not obtained drawing may not be held. If you are found to have a drawing in your booth without an Indiana gaming license, a drawing may not take place.**

20. **NO PETS ARE ALLOWED ON THE GROUNDS UNLESS THEY ARE A SERVICE ANIMAL WITH PROPER PAPERWORK.**

Any further questions call 812-952-2027 if no answer leave a message and your call will be returned.

LANESVILLE HERITAGE WEEKEND

Application

Please fill out completely and return by mail to:

Lanesville Heritage Committee

ATTN: Booth Chairperson – Vince Walther

P.O. Box 313

Lanesville IN 47136

NAME:

COMPLETE ADDRESS:

PHONE NUMBER: HOME:

CELL:

EMAIL:

CONTACT PERSON IN CHARGE:

BRIEF DESCRIPTION OF WHAT YOU SELL – IF WE DISCOVER YOU ARE SELLING SOMETHING ELSE THAT WAS NOT AGREED TO ON THIS FORM AT THE FESTIVAL, WE RESERVE THE RIGHT TO HAVE YOU REMOVE IT FROM YOUR BOOTH OR YOU MAY BE ASKED TO LEAVE.

I acknowledge that I have read the above rules and will abide by them. **APPLICANT SIGNATURE REQUIRED TO THE FOLLOWING WAIVER:** The undersigned does hereby release and discharge, and agrees to indemnify and hold harmless the Town of Lanesville, and the Lanesville Heritage Weekend Committee, and their respective Directors, employers, volunteers, agents, and assigns of and from all manner of actions, suits, liabilities, claims, causes of action, and demands of whatever kind and whatsoever, in law or equity for any loss or damage to any person, property, or organization hereof because of, or on account of, the actions or omissions, and for any loss or damage to the undersigned's person and/or property which may occur in connection with the event known as Lanesville Heritage Weekend.

Signature of Applicant

Date of application

FOR HERITAGE USE ONLY

Booth #

Ck #

Date ck received