



# LITTLE ITALY FESTIVAL TOWN, INC

102 N. Main Street, Clinton, Indiana 47842

[www.littleitalyfestivals.com](http://www.littleitalyfestivals.com)

May 10, 2023

Dear Vendor:

Welcome to the 2023 Little Italy Festival! After receiving much positive feedback regarding the revision to our pricing structure for vendors, we are excited to announce that last year's pricing will stay in place for this year's festival. If you were not with us last year, and have been a vendor in previous years, please make sure to check out the pricing breakdown and let us know if you have any questions.

Each year we try to expand our offerings of vendors, entertainment, and activities that the entire family can enjoy. We emphasize that this is an ETHNIC FESTIVAL and concessions/booths must be decorated in an Italian theme. Any decorations are encouraged!

We have had some changes in our chairs of committees so we ask that you complete your application with as much information as you can provide—even if you filled one out last year.

Please carefully read the Rules and Regulations that are enclosed along with an application. If you have any questions, please feel free to contact us at [liftvendors@gmail.com](mailto:liftvendors@gmail.com) or contact us at the numbers below. We both work full-time, so calls may not be returned until the evening or weekend.

Joe Stewart 812-223-1804

Jacqueline Cole-Roberts 765-585-8786

We have also started a private Facebook page to help facilitate communication. Join the group and stay informed! Search "Clinton Little Italy Festival-Vendors" and it should come up. We have it set to request permission to join in order to keep the spammers out.

Also, please note it is MANDATORY that you must provide your certificate of insurance with your application. Submit your applications and rental by August 1, 2023.

Let's make this the best festival ever!!

Ciao!

Joe Stewart & Jacque Cole-Roberts

LIFT Vendor Chairs

**Please return application to:**

**LIFT, Inc**

**102 N Main Street**

**Clinton, IN 47842**

**Attn: Vendors**

**Or email to Joe & Jacque at [liftvendors@gmail.com](mailto:liftvendors@gmail.com)**

**Market/Concession Rental Form**  
**Little Italy Festival Dates: September 1-4, 2023**

Company/Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone # : \_\_\_\_\_

Address: \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_

Email Address: \_\_\_\_\_

Liability Insurance Carrier: \_\_\_\_\_

Amount of space needed: \_\_\_\_\_ Measurements of trailer or tent: \_\_\_\_\_

Front serve: \_\_\_\_\_ Side serve: \_\_\_\_\_ Front serve & side serve: \_\_\_\_\_

Expected date and time of arrival for setup: \_\_\_\_\_

Electric Needed: None \_\_\_\_\_ 110V \_\_\_\_\_ 220V \_\_\_\_\_

Amps of electricity needed: \_\_\_\_\_ Hard wire or special hookup: \_\_\_\_\_

**This rental agreement is not assignable, and Concessionaire may not sub-let the space.** Failure to comply with the terms and conditions in the Concessions Policies may subject this Rental Agreement to immediate termination upon delivery of written notice to the Concessionaire of the space. No refunds will be made for early termination by the LIFT Board of this Rental Agreement.

Vendor agrees to indemnify and hold the Little Italy Festival Town, Inc. harmless from and against any damages, claims and liability arising from Vendor's use or occupancy of the premises. Proof of liability insurance is required with your reservation. The Certificate of Insurance must include 2023 Festival dates and must name Little Italy Festival Town, Inc. as an additional insured.

The Little Italy Festival, Inc. agrees to indemnify and hold the vendor harmless from any and all lost, expense, damages, claims and liability arising from premises in any way relating to any condition, matter or thing existing at, on or under the premises prior to vendors possession, including but not limited to any such loss or liability relating to any environmental defect as defined in I.C.13-7-22.5 existing at, on or under the premises, any such loss or liability relating to subsidence or the condition of the improvement on the Festival grounds.

**Agreed to and receipt of the 2022 Little Italy Festival Concessions Rules and Regulations acknowledged:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name & Title (printed): \_\_\_\_\_

Received by LIFT on: \_\_\_\_\_ by: \_\_\_\_\_

<u>Outdoor Market Booth Rates</u>	<u>Indoor Market Booth Rates</u>	<u>Food Vendors</u>
(length x depth)	(length x depth)	
10x10 (100 sq ft) \$150	10x10 (100 sq ft) \$200	Prime \$50 per foot
20x10 (200 sq ft) \$200	20x10 (200 sq ft) \$250	Regular \$40 per foot
25x15 (375 sq ft) \$325	25x15 (375 sq ft) \$350	Economical \$35 per foot
30x30 (900 sq ft) \$450	30x30 (900 sq ft) \$500	Non-Profit \$30 per foot
Sizes include all required setup area including outer tie-downs, displays, etc.		

## 2023 LIFT Concession Policies

The following rules and regulations are part of the Little Italy Festival Town, Inc. concession application. The festival is held Labor Day Weekend (Friday-Monday). Strict adherence to these rules will be required. Violation of these rules will result in forfeiture of seniority rights and violators will not be allowed to participate in the Festival.

1. The Festival management reserves the right to place and locate the vendor at the Festival's discretion. Vendor locations cannot be moved unless approved by the Festival Board.
2. Vendor's application and fee must be submitted by August 1, 2023. This fee is for your entry into the Festival and participation in the blanket insurance covering the Festival operations. Money orders should be made payable to LIFT, Inc.
3. Vendor Liability Insurance-each concession must carry comprehensive general liability including products liability insurance in the amount of \$300,000 during the Festival. Submit your Certificate of Insurance coverage with your application. LIFT, Inc. does NOT supply vendor insurance.
4. Hours of operation are Friday, 5 p.m. to 11:00 p.m., Saturday & Sunday 11a.m.-11 p.m. and Monday 11:00 a.m. to 9:00 p.m. Vehicles may enter the grounds each morning to make deliveries but **MUST BE CLEAR OF THE GROUNDS BY 10:30 a.m.** Vendor must be open during **ALL** Festival hours each day. In the event the vendor fails to comply or fails to occupy the space herein leased, all monies paid hereunder, will be retained by the Festival as liquidation damages and will forfeit the right to be included in future Festivals.
5. Construction/Setup time: Construction and setup of booths may not begin until after 5:00 p.m. on Wednesday prior to opening on Friday for all local non-profit organizations. All other vendors must be here and ready to be inspected Friday, September 1 at 1 p.m. or they will forfeit their vendor space. All work must be completed by 2:00 p.m. Friday, September 1 with tools and vehicles clear of the area.
6. LIFT, Inc. reserves the right to close any exhibit leased herein, without liability, should the vendor, the exhibit and/or employees be deemed by the Board guilty of any act that is against the best interest of the Little Italy Festival. Dishonesty, troublesome behavior, excessive noise, litter and potential threats to the health and safety are grounds for expulsion.

- 7.** LIFT, Inc. shall furnish electricity in the area for each space. Electric power will be furnished no later than Friday morning. Vendors must provide safe, properly grounded outdoor electrical cords to be connected to the power supplies. Each concession must have a breaker or fuse box.
- 8.** LIFT does not provide ice for vendors. Local convenience stores will be made aware to have more than normal amounts of ice available for purchase.
- 9.** Sale of knives and other weaponry including toy weaponry is strictly prohibited. No drugs or weapons are allowed in the booths or on the grounds area. Obscenities, threats, threatening actions are completely out of place here and will not be tolerated. Merchandise deemed unacceptable for general public (i.e. risqué, nudes, drug promotional items or items emitting offensive odors) may not be sold during the Festival.
- 10.** All exhibitors must meet State Fire Marshall Codes. Hand washing facilities must be provided in concessions selling food. Each booth MUST have a 10# 40BC fire extinguisher. These should have valid inspection tags. Each booth must also have a first aid kit. All tanks must be secured with chains.
- 11.** All vendors will be responsible for cleanup of their booths. Trash must be swept, bagged and placed in front of their area for pick up by the cleanup crew at closing of each day. Cooking oils and greases are not to be put in trash containers. There will be a special container placed at the back of the tennis courts for oil/grease disposal.
- 12.** On Monday, booths may start initial closing operation at 9:00 p.m. No vehicles will be allowed on the ground until 10:00 p.m. due to the safety of vendors and visitors. All trash must be cleaned up and placed in provided containers on the grounds. Concessions not complying with the Monday night clean-up of their area will be assessed an additional \$100 clean up fee. Booths must be staffed at all times the Festival is open!
- 13.** Vendor must obtain a Vermillion County (Indiana) Food Booth Permit from the Vermillion County Health Department and have it displayed in the booth. Permits for the festival are available by contacting Vermillion County Health Department at 257 Walnut Street, Clinton, IN or calling 765-832-3622.
- 14.** Vendor agrees to comply with conditions of this contract and all rules and regulations set out by the Festival management. Failure to comply will result in cancellation of this lease and vendor shall forfeit all rights hereunder, and shall, upon demand, immediately close the exhibit and surrender space leased and shall not be entitled to a refund of any monies paid.
- 15.** Vendor agrees to assume, defend at all times, indemnify, protect, save and hold harmless the Little Italy Festival Town, Inc. and its officers, directors, and agents, against any and all claims or demands arising or resulting from the use by the vendor or the space provided by the Festival, including without limitation the claims of any employee, or agent of the vendor, the claims of anyone attending the exhibit and the claims of any other persons for damages for bodily injury, sickness, mental anguish, or death. Also claims for damages to the property of the vendor which is sustained during the use by the vendor of the space provided by the Little Italy Festival Town, Inc.

## **LITTLE ITALY FESTIVAL INDOOR/OUTDOOR MARKET (non-food) POLICIES**

**Schedule of Operations:** Friday 5:00-11:00 p.m.; Saturday, Sunday, and Monday 11:00 a.m.-9:00 p.m.

**Screening Process:** All pertinent information requested on the form must be completed. Incomplete applications may be returned unprocessed. Photos are required of all NEW vendors. A \$25 processing fee must accompany applications. Products and price list are required to minimize duplication of products by neighboring booths. A separate application must be filed for each booth space requested. Applications must be postmarked by the stated deadline to ensure placement. Applications denied will be refunded their booth fees by return mail. Money orders or cashier checks (no personal checks please!) should be made out to LIFT, Inc. Signing this application identifies that you have read and agree to comply with terms stated herein.

**Booth Size and Location:** Booth dimensions include any awning, trailer hitch, tie-downs, anchors, selling area, etc. Additional space will not be available. Maximum booth length per vendor locations is a total of 35 feet although a vendor needing two booths located in convenient proximity due to manpower needs may be identified under “special needs”. Maximum standard depth is 15’. You may not move your location to another based on a “better spot”. Special considerations will be given based on the need of the vendor.

**Limitations:** Sale of knives and other weaponry including toy weaponry is strictly prohibited. No alcoholic beverages, drugs or weapons are allowed in the booths or on the grounds area. No flashing or rotating lights are allowed. Vendors may not post special signs to enhance their booth. Obscenities, threats, threatening actions are completely out of place here and will not be tolerated. Merchandise deemed unacceptable for general public (i.e. risqué, nudes, drug promotional items or items emitting offensive odors) may not be sold during the Festival.

**Booth Management:** Except in emergencies, booths must be manned and open at all times during open hours and must comply with the LIFT, Inc. operating schedule. No vehicles are allowed in the midway area streets and walkways from an hour before opening and after closing for pedestrian safety. Leaving a booth unmanned, opening late, or closing early will result in forfeiture of fees and denial of right to return to the Festival. Boxes and crates should be stored inside for neatness and public safety. Vendors are responsible for trash pick-up in and around their booth during open hours and after closing. Take all safety precautions—LIFT, Inc. is not responsible for accident, fire or theft. LIFT, Inc. is not responsible for providing change for booths. There are three banks within walking distance of the grounds (only open Friday until 5 p.m. and Saturday until noon) and ATM’s are available at several downtown locations.

**LIFT, Inc. and its representatives** reserve the right to inspect all booths to ensure the reasonable safety of festival patrons. LIFT, Inc. and its representatives reserve the right to deny or remove any booth judged as vending merchandise unacceptable to the general public.

**Deposit:** at the end of the 2023 Festival, each vendor will have the option to reserve their location for the 2024 Festival for \$50. This is a non-refundable deposit and is NOT part of the setup or vendor fee. If you choose not to reserve your location at the end of the 2023 Festival, there is a chance you will have a new location in 2024.

**Indemnification:** In consideration of the acceptance of this application, the applicant agrees for itself and its officers, employees, agents, successors, and assigns, to indemnify and hold the Little Italy Festival Town, Inc. and its board members, officers, employees, agents, successors, and assigns, harmless of and from any and all liabilities, claims, actions, demands, damages, and expenses, including without limitation, reasonable attorney fees incurred by on or behalf of any of them, arising out of injury (including death) or damage of any kind, to property or persons (including any member of the above named organization/company participation in the Festival.

**Waiver of Liability:** I, the undersigned, as the person authorized to act on behalf of the organization/company, hereby release, remiss and forever discharge Little Italy Festival Town, Inc., its board members, officers, employees, agents, successors, and assigns, severally and jointly, and the City of Clinton, Indiana, of and from any and all liability, claims, actions, and possible causes of action which may accrue to any member of the group from any loss, damage, and injury (including death) that may be sustained while participating in the Festival.

**Agreed to and receipt of 2023 Little Italy Festival Indoor/Outdoor Market/Non Food Items Rules and Regulations acknowledged:**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Make Money order payable to LIFT, Inc.**

**Mail completed application and payment to:**

**LIFT, Inc.  
102 N. Main Street  
Clinton, IN 47842  
Attn: Vendors**

**Received by LIFT on:** \_\_\_\_\_ **by:** \_\_\_\_\_