

**BANKS OF THE WABASH FESTIVAL--FAIRBANKS PARK ARTS & MUSIC FESTIVAL--WABASH VALLEY FESTIVAL**



**“ON THE BANKS OF THE WABASH”**



Terre Haute Parks and Recreation  
1110 Girl Scout Lane  
Terre Haute, Indiana 47807-4601

Dear Craft Vendor:

This is our ninth year to include a Craft Market area. Previously we have noticed the public has responded with increased interest to the craft vendors, and there has been a steady increase in the percentage of craft vendors attending.

The Craft Market will be located next to, but slightly separated from the Merchandise Market and at the farthest point away from the carnival, operated by Luehrs' Ideal rides. We believe this will facilitate an improved shopping experience, which will allow the customer to focus on the place of their interest. This new section will be advertised and appropriate signage will be positioned to help the customer find the merchandise and crafts of their interest.

**Once again the festival is 10 days, beginning Thursday May 25<sup>th</sup> and ending Saturday evening June 3<sup>rd</sup>.** In addition to the craft and merchandise market there will be music, displays, bingo, a carnival, food, and more. The Terre Haute Parks and Recreation Department is diligently motivated to contract the best entertainment they can.

The annual Banks of the Wabash Festival, Fairbanks Park Arts & Music Festival, Wabash Valley Festival is held in Fairbanks Park just south of the courthouse and west of Route 41 (3<sup>rd</sup> Street) in Terre Haute, Indiana.

The following pages contain the general regulations, information, schedule of booth operations, set-up time, explanation of space fees, and the craft vendor's application. Please read these pages carefully. **There are changes for this year. These changes will affect every vendor. I want to thank you in advance for your extra time and consideration in conjunction with the changes.** Your cooperation and participation will help to make this festival more enjoyable and profitable for everyone. If there are any questions, please contact me at 812-235-3795.

I hope to see you this year.

Sincerely,

John Dice

Please direct all further correspondence to:



John Dice  
820 South 9<sup>th</sup> Street  
Terre Haute, IN 47807

812-235-3795

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

BANKS OF THE WABASH FESTIVAL—FAIRBANKS PARK ARTS & MUSIC FESTIVAL—WABASH VALLEY FESTIVAL



GENERAL REGULATIONS FOR CRAFT VENDORS



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

1. The management may at any time enter and inspect any portion of your exhibit.
2. Vehicles will not be allowed to drive through pedestrian selling walkways during scheduled open hours. If you need to open your booth late, or close early, all supplies must be carried manually. **No exceptions.**
3. If it is necessary to drive through the walkways during closed hours, please drive very slowly.
4. The management reserves the right to remove or refuse any exhibit and merchandising which in their judgment is below standard, offensive, dangerous or not in keeping with exhibits and merchandising of high character.
5. The management, in the interest of safeguarding the rights of all exhibitors, reserves the right to regulate, and prohibit, if need be, use of excessive lights, fans, cooling devices, motors, suction machines, audio-amplifiers and other conditions, if the same create any undue interference with the rights of neighboring exhibitors. **You may not run air-conditioners in your living quarters while the festival is open, our electric supply will not stand the load.**
6. Exhibitors will not be allowed to sell any items that may be **considered** to be a weapon. Weapons include, but are not limited to guns, knives, arrows, swords or throwing stars. Additional items prohibited are: 1. Fireworks of any kind, 2. "Pops" or "Snaps"
7. Vendors are allowed to sell only what has been accepted on their contract. **Merchandise, craft, and not for profit vendors are not allowed to give, or sell bottled water, or soft drinks, or snack or prepared food items.** In the Market there are designated specialty food vendors that retain exclusivity over the above items. If you violate this rule you will be asked to leave.
8. Vendors must confine their promotions, exhibiting, and sales to within the boundaries, on all sides, of the space that they have reserved, as noted on their Vendor's application.
9. **The Terre Haute Parks and Recreation Department believes it is necessary, in consideration that its workload not be delayed, that all vendors remove their equipment, vehicles, and campers and are out of Fairbanks Park by Monday June 5<sup>th</sup> at 10:00a.m. This rule is in conjunction with Section 5-83 of Municipal Code, Ordinance No. 12, 1993 and will be enforced.**
10. **All products displayed and/or for sale must meet national, state and local legal regulations. Failure to do so may result in arrest and confiscation by authorities. No refunds are made to those who do not comply with this requirement.**

INFORMATION

1. Electricity (20 amp) will be provided, but you must have your own heavy-duty extension cord from the outlet. A #12 minimum wire size is recommended. It is necessary for good operation of heating devices.
2. Security is provided for the festival 24 hours a day. After the festival closes in the evening, police officers will randomly drive through the park to assure that there are no problems.
3. Neither the TERRE HAUTE PARK AND RECREATION DEPARTMENT NOR JOHN DICE will be responsible for the security or destruction of personal or saleable merchandise.
4. Applications will be taken until the festival starts, however space is usually very limited by the first week of May. Please try to get your application in as early as possible.
5. The following mailing address **for vendor's deliveries only, during the festival** is: 1110 Girl Scout Lane, Terre Haute, IN 47807



**ADDITIONAL CRAFT VENDOR INFORMATION**

**SCHEDULE OF BOOTH OPERATIONS**

***Please do not arrive before Tuesday***

|                    |                            |                                       |
|--------------------|----------------------------|---------------------------------------|
| May 24 – Wednesday | 10:00 A.M. -----8:00 P.M.  | Set-up time (1 <sup>st</sup> weekend) |
| May 25 – Thursday  | 10:00 A.M. -----4:45 P.M.  | Set-up time (1 <sup>st</sup> weekend) |
|                    |                            |                                       |
| May 25 - Thursday  | 6:00 P.M. -----10:00 P.M.  | Booths open                           |
| May 26 - Friday    | 5:00 P.M. -----10:30 P.M.  | Booths open                           |
| May 27 - Saturday  | 1:00 P.M. -----10:30 P.M.  | Booths open                           |
| May 28 - Sunday    | 4:00 P.M. -----10:30 P.M.  | Booths open                           |
| May 29 –Monday     | 2:00 P.M. -----10:00 P.M.  | Booths open                           |
|                    |                            |                                       |
| June 2 – Friday    | 10:00 A.M. ----- 4:45 P.M. | Set-up time (2 <sup>nd</sup> weekend) |
| June 2 – Friday    | 5:00 P.M. -----10:30 P.M.  | Booths open                           |
| June 3 – Saturday  | 4:00 P.M. -----10:00 P.M.  | Booths open                           |

**DESCRIPTION OF SPACE FEES:**

| <b><u>Outdoor Space Only:</u></b> | <b><u>2days</u></b> | <b><u>5days</u></b> | <b><u>10 days</u></b> |
|-----------------------------------|---------------------|---------------------|-----------------------|
| Small-----Up to 15' frontage      | \$50.00             | \$110.00            | \$175.00              |
| Medium-----15' to 20' frontage    | \$60.00             | \$140.00            | \$220.00              |
| Large-----20' to 30' frontage     | \$80.00             | \$170.00            | \$295.00              |

There are just a few spaces that are 12' deep. Most spaces are 20' or greater in depth. Please specify the depth needed on your application. If we do not have the size of space you need, your payment will be returned.

Electric is included.

Please direct all further correspondence to:



**John Dice  
820 South 9<sup>th</sup> Street  
Terre Haute, IN 47807**

**812-235-3795**

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



**ADDITIONAL CRAFT VENDOR INFORMATION**

**STANDARDS:**

- We do not allow BUY/SELL, flea market or imported items to be sold in the craft market.
- Craft artist work must be original and made by the artist, or with assistance under the artist's supervision. The craft artist must be present during the show.
- Applicants will be accepted in one of the following categories: Basketry, ceramics, fiber decorative, fiber wearable, furniture, glass, jewelry, leather, metal, paper, photography, pottery, and wood.

**NOTICES:**

- Vendors are responsible for securing their booths with weights on asphalt and concrete, and tie down with stakes on grass. Typically a thunderstorm will pass through at some point during the show. Have your booth secured for this possibility for your own protection as well as your neighbors.
- Checks will be returned to applicants not accepted.
- Scheduling of events is subject to change without notice.

**HOW TO APPLY**

1. Complete the Application/Contract on page 6.
2. Send at least (3) photographs of your crafts plus (1) photograph of your set up displaying the items you make for sale.
3. Send a self addressed stamped envelope that will enclose your photographs, if you want them returned.
4. Be specific on your application as to the size of the space needed (length and depth).
5. Mail your completed application form, payment check, photographs and self addressed stamped envelope to:

Please direct all further correspondence to: ---->

John Dice  
820 South 9<sup>th</sup> Street  
Terre Haute, IN 47807

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January 09, 2017

To: Vendors/Banks of the Wabash Festival  
Fr: Eddie Bird  
Superintendent of parks and Recreation  
Re: Restrictions on the sale of prohibited items

Regarding:

Sections 39, 917.03 of the Terre Haute Parks and Recreation Department Policy and Procedures Manual addresses the policy regarding the sale and display of firearms or related items which could be interpreted as a weapon, including knives, throwing stars, and other similar items. This policy states these items are prohibited on any City of Terre Haute park property.

***This policy will be strictly enforced during the Banks of the Wabash Festival.***

Additionally, in conjunction with the policy, the following items are also prohibited:

- Fireworks of any kind
- “Pops” or “Snaps” or similar items. These items are a form of fireworks, and when thrown against a hard surface they create a loud sound similar to that of a firecracker.

On behalf of the City of Terre Haute and the Department of Parks and Recreation, your cooperation is greatly appreciated.

BANKS OF THE WABASH FESTIVAL--FAIRBANKS PARK ARTS & MUSIC FESTIVAL--WABASH VALLEY FESTIVAL



CRAFT VENDOR APPLICATION / CONTRACT FORM



|  | <u>2 day</u> | <u>5 day</u> | <u>10 day</u> |                    |
|--|--------------|--------------|---------------|--------------------|
| Booth size: <input type="checkbox"/> Small..... Up to 15' length | \$50.00      | \$110.00     | \$175.00      | Depth needed _____ |
| <input type="checkbox"/> Medium..... 15' to 20' length           | \$60.00      | \$140.00     | \$220.00      | Depth needed _____ |
| <input type="checkbox"/> Large..... 20' to 30' length            | \$80.00      | \$170.00     | \$295.00      | Depth needed _____ |

Do you need to park a vehicle behind your space?  YES, Length \_\_\_\_\_  NO

Vendors must confine their promotions, exhibiting and sales to within the boundaries, on all sides, of the space that they have reserved.

I will be selling the following items only \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Please check the category for your craft:  basketry  ceramics  country crafts  fiber decorative  fiber wearable  furniture  glass  jewelry  leather  metal  paper  photography  pottery  wood

Remit One Half of Your Space Fee, if you are paying before May 1.  
On May 1 full payment is due.

**Balance due** \_\_\_\_\_

If you are paying 50% of your payment, the other 50% is due by May 1<sup>st</sup>. Spaces not paid in full by May 1<sup>st</sup> are subject to re-rental and paid funds are forfeited.

PAYMENT: To reserve your space, we require a cashiers check or money order.  
 Make your payments payable to: **JOHN DICE.**

**Your Name, Address, and Zip code:**

**Area Code, and Phone Number:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
**ZIP** \_\_\_\_\_

\_\_\_\_\_  
**E-mail Address**  
 \_\_\_\_\_

Part A.

I agree to release and hold harmless the City of Terre Haute, Indiana, the Terre Haute Parks and Recreation Department, the Terre Haute Parks and Recreation Board, John Dice, and the officers, employees and agents of each, in their individual or corporate capacity, from any and all claims for costs, damages and/or injuries of any kind sustained as a result of or which occur as a result of my or my agents participation in the Fairbanks Park Arts & Music Festival - Wabash Valley Festival. I understand that I have the opportunity to have the terms and conditions agreed to in this application reviewed by my own legal counsel prior to the execution of this agreement.

Part B.

I have read and understand the statements on all forms concerning restrictions on the sale of Prohibited Items (Section 39, 917.03 of the Terre Haute Parks and Recreation Department Policy and Procedures Manual). I agree to adhere to the policy set forth in the statements and will not promote, exhibit, or sell any such items.

Part C.

I have read and understand and agree to abide by the General Regulations as stated on Page 2 and the Standards of Page 4 of the forms contained within this distribution.

**SIGNATURE : (for Part A, Part B, and Part C)**

**DATED**

\_\_\_\_\_

\_\_\_\_\_

Please return this page only with your payment.