

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 Merchandise Vendor:

For 2017 the Banks of the Wabash Festival is 10 days, beginning Thursday May 25th and ending Saturday evening June 3rd. In addition to the merchandise and craft market there will be music, displays, bingo, carnival rides, food, helicopter rides 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 (3rd Street) in Terre Haute, Indiana.

The following pages contain the general regulations, information, schedule of booth operations, and set-up time, explanation of space fees, and the vendor's application. Please read these pages carefully. **There are changes for this year. These changes will affect every merchandise 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 call 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 9th Street
Terre Haute, IN 47807

812-235-3795

www.banksofthewabashfestival.com

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



GENERAL REGULATIONS FOR MERCHANDISE VENDORS



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. **There have been numerous complaints from vendors and customers that the last day of the festival is adversely affected because many of the vendors have torn down and left or are in the process of tearing down before the festival closes. We expect the festival to continue until 10:00 p.m. on the last Saturday. We expect you to stay open until then! To prevent early departure this year we will require a \$50.00 deposit from each vendor as an assurance that the vendor will not tear down early in the day. The one exception to this rule is an adverse weather advisory issued, by a local station, after 5:00p.m. June 3rd. There will be no other exceptions! Deposit refunds will begin to be issued at 8:00p.m. starting at the front of the merchandise and craft market and then continuing to the end. Of course, it will take some time to reach the back of the market. You must be set up and open at the time we arrive at your booth, and if so, you will receive the \$50.00 deposit. Hopefully, everyone concerned will realize that this rule is aimed at improving the festival and your business.**
5. 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.
6. The management, in the interest of safeguarding the rights of all vendors, 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.**
7. Vendors 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"
8. 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 snacks, or prepared food items.** In the markets and the food court there are designated specialty food vendors that retain exclusivity over the above items. If you violate this rule you will be asked to leave.
9. 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.
10. **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 5th at 10:00a.m. This rule is in conjunction with Section 5-83 of Municipal Code, Ordinance No. 12, 1993 and will be enforced.**
11. **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**



SCHEDULE OF BOOTH OPERATIONS
Please do not arrive before Tuesday

May 24 – Wednesday	10:00 A.M. -----8:00 P.M.	Set-up time
May 25 – Thursday	10:00 A.M. -----4:45 P.M.	Set-up time
May 25 - Thursday	5:00 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	4:00 P.M. -----10:00 P.M.	Booths open
May 30, 31 June 1		
Tues, Wed, and Thursday	6:00 P.M. -----10:00 P.M.	Booths open
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

The above schedule sets only minimum open hours. Anyone may open earlier or stay open longer.

DESCRIPTION OF SPACE FEES:

Indoor Space: Under the shelter, or tent - each space is 10' x 10'. Multiple spaces are available.
 Dates: May 25 through June 3. **Ten days.** Rent: 1 space \$135.00. 2 spaces \$270.00
 3 spaces \$405.00

There are no part-time indoor spaces available because of limited space.

Outdoor Space: 15 feet minimum frontage, larger spaces available.

1. North of Shelter:	(15' -- \$195.00)	(20' -- \$250.00)	(25' -- \$300.00)
	(30' -- \$355.00)	(35' -- \$410.00)	(40' -- \$465.00)

For more than 40 feet please call for a price quote and to see if space is available.

2. South of Shelter:	(15' -- \$175.00)	(20' -- \$220.00)	(25' -- \$260.00)
	(30' -- \$295.00)	(35' -- \$340.00)	(40' -- \$385.00)
(45' -- \$425.00)	(50' -- \$465.00)	(55' -- \$505.00)	(60' -- \$550.00)

For more than 60 feet please call for a price quote and to see if space is available.

ALL PRICES ABOVE ARE FOR 10 DAYS.

Early Tear Down Deposit: \$50.00 (see paragraph 4 **General Regulations**, Page 2)

Please direct all further correspondence to: →

John Dice
820 South 9th Street
Terre Haute, IN 47807

812-235-3795

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PART TIME VENDOR INFORMATION



DUE TO LIMITED SPACE, WE MAY NOT HAVE ANY PART-TIME PARTICIPATION AVAILABLE.

3. **South of shelter part-time spaces:**

Each year we usually have a few part-time spaces available. These spaces are South of the shelter **only**. We rent these spaces starting April 16th because priority is given to full-time vendors.

Part-time space is available for the first five-day weekend or the last two-day weekend.

5 day -1st weekend:

- (15' -- \$110.00)
- (20' -- \$140.00)
- (25' -- \$155.00)
- (30' -- \$170.00)

2 day - 2nd weekend:

- (15' -- \$50.00)
- (20' -- \$60.00)
- (25' -- \$70.00)
- (30' -- \$80.00)

INFORMATION FOR ALL VENDORS:

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. Full-time applications will be taken immediately. **Part-time applications will be taken beginning on April 16th.**
5. 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.
6. A-1 Sanitation will empty your holding tank if necessary during the weekdays. Please call them the day before you would need their service. The cost of this service is additional and separate and not a part of your space payment fee. A-1 Sanitation can be reached at 812-466-2152
7. The following mailing address **for vendor's deliveries only, during the festival** is: 1110 Girl Scout Lane, Terre Haute, IN 47807

QUESTIONS AND ANSWERS:

If you need more information or want to discuss the location of your space, please call me. If I cannot answer The phone I will leave the answering service on and will return your call.

There are a few vendor spaces available in the food area. These are also priced as "North of shelter" spaces, and are **full time occupancy only**. We will try to accommodate you on the size and location of your space to the best of our ability.

Please be specific on your application form as to the size of space (length and depth) and the location you prefer.

If you send payment for one of the front spaces, (North of shelter), and it is not available, we will automatically assign the nearest available space South of shelter.

Scheduling of events is subject to change without notice.

Please direct all further correspondence to:



**John Dice
820 South 9th Street
Terre Haute, IN 47807
812-235-3795**



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.



MERCHANDISE VENDOR'S APPLICATION

Please read this page carefully and fill in all appropriate blanks.



Number of **INSIDE** (under the shelter) spaces needed _____ (10 feet x 10 feet)

Length of **OUTSIDE** space needed (minimum 15 feet) _____

Depth of **OUTSIDE** space needed (Maximum 40 feet) _____

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.

DAYS NEEDED: All 10 days _____

First Weekend - Thur, Fri, Sat, Sun, Mon. _____ Tues, Wed, Thur. _____

Second Weekend - Fri, Sat, _____

This space will be used for selling the following items: _____ (Please be specific!)

No other products may be exhibited or sold, without the manager's consent.

PAYMENT CALCULATION: (See page 2 for description of space fees)

The Festival Records Indicate an Ongoing Deposit from the Previous Year: YES NO

If NO is Circled Add \$50.00 Tear Down Deposit _____

Add One Half of Your Space Fee,
if you are paying before May 1.
Full payment is due May 1st. _____

Total and include this amount with this application. _____

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

PAYMENT: A cashiers check or money order is preferred. After May 1st it is required.

Make your payments payable to: **JOHN DICE.**

Your Name, Address, and Zip code:

_____ ZIP _____

Area Code, and Phone Number:

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 may occur as a result of my or my agents participation in the Banks of the Wabash Festival - 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 policies set forth within this distribution and the General Regulations as stated on Page 2 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.