



“ON THE BANKS OF THE WABASH ”



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

Dear Not for Profit Vendor / Exhibitor,

Thank you for your interest in the Banks of the Wabash Festival. On the following pages you will find general regulations, information and the application form for the **Not for Profit**, non food vendor. If you have any questions please don't hesitate to call.

The Banks of the Wabash Festival, which originated in 1974, has been continuously held in Fairbanks Park. In 1984 the festival came under the guidance of the Terre Haute Parks and Recreation Department. This year, the 10 day festival is from May 25th through June 3rd. It will feature a merchandise and craft market, bingo, food, entertainment, and Leuhrs' Ideal Rides.

Not for Profit, non food vendors / exhibitors are positioned, on a space available basis, at the discretion of the festival organizers.

Priority placement, in designated areas, has been reserved for our Merchandise, Craft, and Food Vendors, in order to maintain the continuity of their particular areas. Even so, desirable positions are still available for the Not for Profit, non food vendor / exhibitor in all of our customer friendly areas.

We look forward to your participation, this year, at our 34rd Banks of the Wabash Festival.

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 NOT FOR PROFIT NON FOOD VENDORS / EXHIBITORS



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. Exhibitors are allowed to sell, or give away, only what has been accepted on their contract. **Merchandise, craft, and not for profit vendors are not allowed to sell, or give away, bottled water or soft drinks or snack, or prepared food items.** In the Markets and in 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.
8. Exhibitors must confine their promotions, exhibiting, demonstrations, 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 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.**

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 / exhibitor's deliveries only, during the festival** is:
1110 Girl Scout Lane, Terre Haute, IN 47807



SCHEDULE OF BOOTH OPERATIONS

Set Up—Must be completed ½ hour before opening scheduled hours as below:

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:

Space fees for Not for Profit non food vendors are established by computing the base rent for retail vendors according to the location, length and depth of the area needed, and the number of days of participation. Please contact us for the amount.

Not for Profit vendors are **required** to submit a copy of their documentation designating them, by the Internal Revenue Service, as a 501(c)(3) or 501(c)(4) tax exempt organization.

Please direct all further correspondence to: →

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

812-235-3795

www.banksforthewabashfestival.com



January 09, 2017

To: Vendors, Exhibitors/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.



NOT FOR PROFIT NON FOOD VENDOR / EXHIBITOR'S APPLICATION

Please fill in all appropriate blanks

Length of OUTSIDE space needed _____

Depth of OUTSIDE space needed _____

Do you need to park a supply vehicle close to your space? YES, Length _____ NO

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

DAYS NEEDED:

May 25, May 26, May 27, May 28, May 29, May 30, May 31, June 1, June 2, June 3,

All 10 days

This space will be used for the following purpose: *(Please be specific!)*

This space may only be used for the purpose that is described above.

PAYMENT:

If your application is approved the payment in full will be due by May 1st.

Payment must be made by cashiers check, or money order.

Make your payment payable to: **JOHN DICE**

My total payment amount is _____

Your Name, Address, and Zip code:

Area Code, and Phone Number:

E-mail Address

_____ **ZIP** _____

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 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 all regulations and requirements as stated on the forms contained within this distribution.

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

DATED

Please return this page and the required IRS documentation and your payment.