

# Southport Vendor Application

6901 Derbyshire Road, Southport, IN 46227

September 21, 2024 12pm – 6pm



### How to Apply:

Please complete all components of this form.

1. Read the Festival Rules and Regulations on the back of this application.
2. Sign and date the Compliance Agreement and Liability Waiver.
3. Please remit a vendor fee of \$65.00 for 10'x10' vendor space or \$85.00 for food truck or vendor requiring a larger space (10X15)

There is a \$15 additional charge for 120-volt electrical power or water. \*Not-for-Profit/Non-Profit organizations will not be charged a vendor fee. Payment may be made by credit card, check, or money-order. Checks / money order payable to "City of Southport" due two (2) full weeks prior to the event. All space is limited and on first come first serve basis.

4. Booth fees are non-refundable and non-transferable. This event is a rain, shine, or snow event.
5. Return your completed Vendor Application, vendor fee, and Certificate of Liability Insurance (if applicable) to: City of Southport, Attn. Clerk-Treasurer, 137 Worman Street, Southport, IN 46227 \*returned checks subject to \$35 fee

Your Name \_\_\_\_\_ Business Name \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home/Business Telephone \_\_\_\_\_ Mobile \_\_\_\_\_

E-Mail \_\_\_\_\_ Not-for-Profit \_\_\_\_\_ For-Profit \_\_\_\_\_ Return Vendor Y N

Type of Products: Handcrafted Items  Fine Art  Clothing  Jewelry  Home Décor  Other  Food  \*Food Vendors may be subject to inspection by the Board of Health and should have appropriate license and/or permit displayed and remain in compliance with Board of Health regulations.

Please provide a brief description of product (s) you intend to sell? (i.e., boho skirts handcrafted jewelry)

Will you vend or use any potentially hazardous items or equipment? Yes \_\_\_\_\_ No \_\_\_\_\_ (If yes, see exclaimer on the next page.)

Do you have additional needs, i.e., 120-volt electrical power, water, or other? Yes \_\_\_\_\_ No \_\_\_\_\_ If so, please state your needs. We will do our best to accommodate requests.

**NOTE: Only 120-volt electrical power is available. Your signature verifies you understand this and that you release the City of Southport of any liability should damage occur to your equipment.**

Signature \_\_\_\_\_

date \_\_\_\_\_

Booth space is 10'x10'; Number of booths requested \_\_\_\_\_ (Limit 4, see #11 under General Festival Rules), additional space - please explain:

Questions should be directed to, Bekki Witherell Quinn, Mayor's Admin Assistant 317-786-5489 [cityadmin@southport.in.gov](mailto:cityadmin@southport.in.gov) or Danielle Hinton, Parks Board Vice President 574-596-4255 [danielle.hinton@southportparks.org](mailto:danielle.hinton@southportparks.org)

### For Office Use Only:

Paid Yes \_\_\_\_\_ No \_\_\_\_\_ Assigned space \_\_\_\_\_ Application signed Y N

Payment Enclosed \$ \_\_\_\_\_ ck \_\_\_\_\_ Money Order \_\_\_\_\_ Other \_\_\_\_\_

Copy of General Festival Rules given to vendor Y N Staff initials \_\_\_\_\_

**Signatures are required below to be considered a completed application.**

## ***Southport Festival Rules and Regulations***

### **Southport, Indiana**

#### **GENERAL FESTIVAL RULES**

1. Vendors must comply with all local, state, and federal safety requirements and regulations.

\* **Food vendors and any vendor providing or using any potentially hazardous item(s) or equipment** must provide a Certificate of Liability Insurance in the amount of \$1,000,000 with City of Southport, IN, 137 Worman St., Southport, IN 46227 **named as Certificate Holder**. Submit it along with your Vendor Application and payment.

2. Each vendor space is always subject to inspection for compliance with safety requirements and festival rules.

3. Violation of the vendor requirements listed herein may be a violation of city ordinance and is grounds for immediate expulsion, forfeiture of all fees submitted, and exclusion from subsequent shows.

4. **Trash Disposal:** During set up, vendors are to use the dumpster that will be provided by the Southport Parks Dept. at 6901 Derbyshire Road. At the end of the day, vendors are to break down boxes, bag your trash, and put it with the public trash containers placed throughout venue.

5. Vendor vehicles must be off city streets 1/2 hour prior to the beginning of the festival/show. Parking is provided in the softball field. There is reserved parking for vendors. Parking is not allowed in alleys or in booth display areas. Violators of parking rules and regulations are subject to fines and towing.

6. Vendors must not abandon or tear down/leave festival prior to the end of festival unless instructed by City of Southport. A vendor representative must be on site at all times.

7. Driving tent stakes or other devices into any paved surface is strictly forbidden.

8. All cords, hoses, and other items crossing pedestrian pathways must be protected in a manner that prevents a tripping hazard. All vendor trailer hitches should extend toward the nearest thoroughfare and must fit within your assigned booth space.

9. Professional and courteous conduct is always required by all vendors (and helpers).

10. The City of Southport controls the rental of vendor spaces in all areas.

11. No vendor will be permitted to rent more than 4 booth spaces, subject to availability.

12. Alcoholic beverages ARE NOT permitted to be sold at festival events. No vulgar, violent, drug or sexually explicit materials allowed.

#### **Rule Compliance Agreement and Liability Waiver**

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You hereby acknowledge that you have received, read, understand, and agree to comply with these rules.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date of Application

**APPLICANT SIGNATURE REQUIRED TO THE FOLLOWING WAIVER:** The undersigned does hereby release and discharge, and agrees to indemnify and hold harmless the City of Southport and their respective employees, 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 a Southport Festival event.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date of Application

# City of Southport, Indiana GENERAL FESTIVAL RULES

## Vendors copy

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5. Vendor vehicles must be off city streets ½ hour prior to the beginning of the festival/show. Parking is provided in the softball field. There is reserved parking for vendors. Parking is not allowed in alleys or in booth display areas. Violators of parking rules and regulations are subject to fines and towing.

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