



Footlite Family Spooktacular

Presented by Footlite Musicals' Entr'acte Board

Arts and Craft/ Home Party Vendor Information Sheet

Location: Hedback Theater – 1847 N. Alabama St., Indianapolis, IN 46202

Date: Saturday, October 30th

Event Time: 3:00-11:00 with a one hour break from 7:00-8:00 (You may stay open until 11:00) You may leave at the 7:00 break time, but you will need to let one of the Vendor Coordinators know you wish to leave early (also mark this on your application.)

Booth Space: Approximately 12' and 10' deep – (When applying for a booth, please consider the size of your tent. If your tent has rope extension, the extension must be within the booth space.)

Booth set up time: Set up will be between 10am and 1pm on Saturday, October 30th. You must check in with a Vendor Coordinator by 12:00 at the latest.

Vendor responsibility:

- 1) Vendor shall provide all items needed for their booth (tables, chairs, tent, water, electricity, etc.).
- 2) Vendors needing electricity shall provide their own generator, which must comply in all respects with fire codes.
- 3) Food vendors shall have a current Marion County food license (317-221-2222). For requirements refer to the food license rules published by the Marion County Health Dept. Vendors with combustibles (example: when cooking food) shall have at least a 40-A B C fire extinguisher.
- 4) All vendors must comply with all fire, health, safety and other applicable laws, rules or regulations.
- 5) All tanks (helium, compressed air, LP gas etc.) shall be strapped to something stable to prevent accidentally knocking the tank over.
- 6) Vendor set-up shall be confined to the space ordered. If you buy one space and you require more space you must purchase an additional space, even if there is an open space next to you on the day of the event.
- 7) Vendors shall pay their own taxes. It is the responsibility of the Vendor to have all Licenses and Permits needed.
- 8) Vendors shall keep their space, and area surrounding it, free of litter and trash at all times. All refuse must be disposed of appropriately. Used cooking oils and grease must be removed by the vendor and shall NOT be left behind in trash receptacles.
- 9) Vendors shall NOT use public address or loudspeaker systems.
- 10) This is a one-day event with NO rain date or refunds.
- 11) The VENDOR agrees to indemnify and hold harmless Footlite Musicals Inc. and the Entr'acte Board (organizer) and any of its Directors or agents for damage to VENDOR'S person or property, or the person or property of a third person, arising from VENDOR'S participation in this event. The organizer shall not be liable for any damage either to person or property, sustained by the VENDOR or by any other persons due to the leased space or any part thereof becoming out of repair, or due to the happening of any accident on or about said leased space, or due to any act or neglect of any other VENDOR, or of any other person. This provision shall apply especially (but not exclusively) to damages caused by water, snow, frost, steam, sewerage, sewer gas or odors or by the bursting or leaking of pipes or plumbing works, and shall apply equally whether such damage be caused or occasioned by

anything or circumstances above mentioned or referred to or by any other thing or circumstances whether of a like nature or of a wholly different nature. If any such damage shall be caused by acts or neglect or the VENDOR, the organizer may at its own option, repair such damage, and the organizer shall demand VENDOR reimburse it for any amount expended. The VENDOR further agrees that all personal property upon the premises belonging to VENDOR or any other person shall be at the risk of the VENDOR only and that the organizer shall not be liable for any damages thereto or theft thereof.

- 12) We reserve the right to require removal of any advertising or merchandise we consider to be offensive to the family nature of this event.

Your signature on the application or payment for booth space constitutes your acceptance of the terms and conditions contained herein.

Booth Fee: \$50.00 to stay open from 3:00-11:00
\$30.00 to stay open from 3:00-7:00
The expectation is that each vendor will stay open until 7:00pm.

Refund Policy: ***Absolutely no refunds once you have been accepted as a vendor.*** This includes rain-out or cancellations. Booth space is non-transferable.

Security: Footlite Musicals is **not responsible** for lost, stolen, or damaged property the day of the event – during set up, active hours, or during tear down times.

General: This is **not** a juried show. Commercially made items (home party vendors) will be located in the same area as the arts and craft vendors. There are approximately 25 sites available. All of them are outdoors and only three provide tree covering. They are not considered “shaded” or wooded. **Although every effort is made to accommodate needs of all of the vendors, we cannot guarantee that you will be able to park next to or nearby your booth location.**

Advertising: Advertisement of this event is made periodically starting in June. The Entr’acte Board also places an advertisement in the current stage production’s playbill and the neighborhood newspaper, the Urban Times. All local residents living in the Heron-Morton area receive a copy of the Urban Times, as well as local businesses that subscribe. Flyers are available to vendors to distribute at other shows prior to the Spooktacular Event. If you would like flyers to distribute, please call 317.946.2321 and we will mail them out immediately.

Application Process: Complete the attached application if you wish to participate as a vendor for the 2010 Footlite Family Spooktacular. Enclose a check or money order for the full amount of the requested booth space made payable to **Footlite Musicals**. In the memo line, you must write **Entr’acte – Spooktacular**. All applicants will be notified of their participation status by October 1st. Pictures are required for all participants. They should be representative of items you intend to sell for this event. This will help us assign booth spaces appropriately. **Please include a self-addressed stamped envelope if you wish for us to return your photos prior to the show.** Pictures will be mailed by October 1st if you include a self-addressed stamped envelope. Otherwise, pictures will be returned to you the day of the event. Applications must be postmarked no later than **September 1, 2010** to secure booth space in the Spooktacular Event. If space allows, applications will be accepted through October 1, 2010.

Mail your application, check or money order, and pictures to:

Footlite Musicals
c/o: Entr’acte Board – Spooktacular
1847 North Alabama Street
Indianapolis, IN 46202

Questions: Please email Kelly Brown at perilloiu@hotmail.com or call 317.946.2321 if you have any questions that we can answer for you! Calls will be returned as quickly as possible, but all members of the Entr’acte Board are volunteers and no one is a paid staff member that can be available during regular work hours. You may also look at our website for more information: www.footlite.org



**Footlite Musicals
Entr'acte Board
1847 N. Alabama St.
Indianapolis, IN 46202**

2010 Footlite Family Spooktacular

Application must be completely filled out and signed or it will be returned

Contact Person _____ Phone () _____

Business Name _____ Cell () _____

Email _____

Mailing Address _____

City _____ State _____ Zip _____

PLEASE CHECK ALL THAT APPLIES TO YOU

100% Made by You _____% Made by You _____% Items for Resale

100% Items for Resale Home Party Business (i.e.: Tupperware) _____

Please classify your product(s) by circling:

- | | | | |
|------------------------|--------------------------------------|---------|---------------------------|
| Wood Products | Large Wood Products | Jewelry | Photography |
| Art Work/Framed Prints | Soaps and Body Lotions | Baskets | Copper/Yard Ornaments |
| Homemade Food Product | Pottery/Ceramics | Metal | Apparel/Clothing/Cloth |
| Food Products | Stained Glass | Floral | Oil Paintings/Watercolors |
| Candles | Other (Please give a category) _____ | | |

► **Staying to 11:00 pm: SATURDAY YES NO**

I WILL NOT be staying until 11pm on Saturday and I understand that I must be completely out of the event by 8pm on Saturday.

► _____ Yes, I would like Flyers to distribute. _____ No, I do not need any flyers.

Please provide a brief description of your booth (Include size and style of tent (10'x10' EZ up or?), or indicate no tent used):

► **MUST BE COMPLETED**

Booth Size: 12' across and 10' Deep Cost: Booth Space 3pm-11pm \$ 50.00
(Approximately) Booth Space 3pm-7pm \$30.00

Total Check Amount (must be enclosed with application) _____

Please make checks payable to: **Footlite Musicals** - Please write **Entr'acte Spooktacular** in the Memo Line

Mail To: **Footlite Musicals**
c/o Entr'acte Spooktacular
1847 N. Alabama St
Indianapolis, IN 46202

Once a check is received, Footlite Musicals and the Entr'acte Board do not issue any refunds.

Do you need shade for other than comfort reasons? YES NO (Product melts, health reasons, etc.)

Explain:

Would it be beneficial to have your trailer parked nearby? YES NO

Explain:

Are you physically handicapped and need to have a special location? YES NO

Explain:

Pictures must be enclosed. ***(Pictures will only be returned if you have included a self-addressed envelope with the proper amount of postage).***

Please list previous shows you have attended: _____

How would you describe the products you have for sale (not booth layout or overhead covering)?

Additional Comments or Requests:

Booth fee submitted with applications that are not accepted will be returned by September 1st. **A letter will be sent upon acceptance to this show. Booth assignment and check-in time will be sent out to you one week prior to the event.**

PRINT NAME

DATE

SIGNATURE



LAST NAME: _____

By signing the application I understand that if weather conditions become severe, I accept full responsibility for myself, my employees and/or workers. I, the undersigned, intending to be legally bound, hereby, for myself, my heirs, executors and administrators, waive and release any and all rights and claims for losses and damages I may have against the Entr'acte Board, Footlite Musicals, and all other parties and their representatives, successors, sponsors, and assignees for any and all injuries and all claims of damages demands and actions whatsoever which may arise as a result of participation in this event. I hereby grant full permission to any and all forgoing to use photographs, videotapes or motion pictures of this event for any purpose related to Spooktacular, future events or beneficiary of sponsor.

In the event that any of the items that I sell causes harm to purchaser or any other person, I accept full responsibility for any injuries, losses, or damages and will hold harmless the Entr'acte Board, Footlite Musicals, and all other parties and their representatives, successors, sponsors, and assignees.

Anyone selling inappropriate items or items in bad taste will be asked to pull that product and/or leave the show immediately. This show is incorporated around family activities including children. It is understood that booth fees are Non-Refundable and Non-Transferable. Your cancellation or inclement weather DOES NOT and WILL NOT constitute a refund.

Printed Name: _____

Business Name: _____

Signature

Date

(THIS MUST BE SIGNED AND RETURNED WITH YOUR APPLICATION)

Feel free to write on the back of this Form if you need to provide additional Information.

For Internal Use Only

____ Vendor Accepted ____ Vendor Declined ____ Letter Mailed Date: _____

2010 Booth Number(s) _____ Check -in Time: _____

Category: _____ Flyers: Yes No Mailed: _____

Paid: _____ Amount: \$ _____ Method: _____