

JOIN US FOR OUR 53rd ANNIVERSARY

March 1, 2012

Dear Vendor

The 53rd Annual Circus City Festival is quickly approaching. We ask that you complete and return the enclosed application as quickly as possible so that we may start the planning for the 2012 festival. Deadline for applications is June 1, 2012. Attendance last year was excellent. We can only hope that the 53rd will draw even larger crowds.

We will attempt to notify you of denial of your application as soon as possible. If you do not hear from us, you may assume that you have a space.

We look forward to making the 53rd Circus City Festival a memorable one. We hope you will be able to participate.

Sincerely

Kevin Gallahan
Festivities Vice President

David Weeks
Co-Festivities Vice President

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Enclosures

Please complete the application and return it with your payment. We require either full or one-half payment, plus utility charge when returning application. Payment in full due by June 1, 2012. If full amount due is not paid in full by June 1, 2012 vendor space will be \$20 per foot. Refunds will be made upon written notice of cancellation before June 1, 2012. Any monies due upon check in will be CASH ONLY. Check or money orders should be made payable to Circus City Festival, Inc., and mailed to:

Kevin Gallahan and David Weeks
Circus City Festival, Inc.
154 N. Broadway
Peru, IN 46970

Deadline for applications is June 1, 2012. Any applications received after the deadline date will be assigned on a first come basis. If you have any questions, please feel free to contact the circus office at 765-472-3918

Vendor Booth Information

Circus City Festival, Inc. (CCFI) is a family oriented event. For that reason vendors are not permitted to sell or display goods or materials that refer to, depict or encourage sexual acts, the use of drugs, alcohol or controlled substance, the sale of weapons or any violation of the law. Final determination of whether or not a particular item may be offered for sale or displayed by a vendor is left to the discretion of the Board of Directors of Circus City Festival, Inc., or its designee. If the CCFI Board or its designee determines that an item may not be displayed or sold, the vendor will forfeit their space and fee.

The placement of your booth is at the sole discretion of the Circus City Festival Board of Directors or its designee. If vendor does not accept placement of booth, the vendor will forfeit their space and fee.

Vendors may not be under the influence of alcohol or any illegal drugs while running their booths. Use of alcohol or drugs will result in forfeiture of space and fee.

Please consider any overhanging structure on your booth. This includes allowing for windows and door openings and also hitch and/or tank when applying for space. Do you sell from side, front or rear? We need to know. Your spots will be marked to your specifications - allow enough room for your business. It will be necessary to limit each booth to the exact subscribed space. If you give us the wrong measurements on the contract, rental will be forfeited. Do you have table and chairs or benches - allow space for these also. No space will be rented for parking vehicles as used in the towing of concession trailers. Concessionaire cannot park on Broadway, in fire lanes, alleys, within blocked off areas or in any business parking lot. If you violate any of these parking rules, your vehicle will be towed. Loading and unloading will be allowed.

Concessionaires not within the barricaded pedestrian area cannot extend their booth out on the street or any further than width of marked parking space or open canopies to the street-side where this area is used for a fire lane or open to traffic. Each concessionaire must clean the area around his stand each night. The dumping of any cooking oil, grease, fat or other residue or debris into any gutter, street drain, or catch basin is prohibited. Dumping of waste water into gutter is prohibited. A grease barrel will be available for your use in disposing of cooking oil, fats and grease.

Any subleasing of booth space is prohibited.

Ice chests must be placed behind vendors stand. Chest may not be visible from the street. A local charity will be selling ice to vendors at a reasonable price.

Concessionaires will be allowed to set up 10:00 a.m.–6:00 p.m. on Sunday, July 15 and after 8:00 a.m. on Monday, July 16. Vendors must be in place by 3:00 p.m. on Monday. Recommended booth open hours are Monday through Friday 11:00 a.m. through 11:00 p.m. Booths must be open from 5 p.m. to 11 p.m. Saturday open hours are from after the parade(11:30 am) to 11:00 p.m.

Booths dispensing food or drink must comply with Miami County Health Department regulations.

**KEEP THESE RULES AND REGULATIONS POSTED IN YOUR BOOTH OR
UNIT FOR ALL WORKERS TO READ DAILY**

NO concessionaires or booths will be allowed to set up until all monies due are paid. This is including an insurance form on file at the circus office if that is necessary for your unit.

Liability insurance needs to be on file at CCFI office.

Make own arrangements for setting your unit or booth in place—dolly or what is needed.

Do not place unit or booth against the curb—allow for water run off and lines to flow to sewer.

Have enough electrical cord to run to stationary hook-ups provided. Up to 75 feet may be needed.

Electricity hook-ups will be between 10 a.m. to 6 p.m., Sunday and 9 a.m. and 3 p.m., Monday.

A person must be at your unit or booth for the electricity to be hooked up. This is an absolute must! You may not do this yourself. This, also, refers to unhooking on Saturday, July 21. The hours for disconnection are 11:00 p.m. Saturday, July 21 to 2:00 a.m. Sunday, July 22. All electricity will be shut off by 2:00 a.m. You must plan your cleanup accordingly.

No walking or mobile units will be allowed in the shut-off area. You will be assigned a space to set up in and sell from.

This is a community event for all people. Please treat your neighbor as you would want him/her to treat you.

Excessive selling (yelling to attract attention to your booth) will not be tolerated.

Excessive loud music will not be tolerated.

The people are the reason you are here. Be full of spirit and give a friendly smile and a “Hello” to all. Your attitude makes a difference in the sale you will have.

Keep the area clean around your booth or unit. Have your own trash container.

All booths and/or units must be cleared from the area by 4:00 a.m. Sunday, July 22, 2012. The street crews will be cleaning the street after this time.

Other rules and regulations may be added by the Circus City Festival, Inc Board of Directors at any time as needed.

Thank you and we hope you have a prosperous year!

Insurance Requirements for All Vendors:

All vendors are required to provide CCFI with a liability of insurance certificate in the amount of \$1,000,000.

Include CCFI and the City of Peru as an additional insured. No application for space will be accepted without an insurance certificate included. **No vendor will be allowed to set up without first providing us with a liability of insurance certificate.**

Each concessionaire agrees to hold harmless, indemnify, and pay all reasonable attorney fees occurred by CCFI and the City of Peru in the defense of a suit or claim brought upon them as a result of any action by the undersigned concessionaire, their agent, or employees.

Vendor Booth Rental Fee

Vendor booth space rental is **\$15.00** per foot if paid in full on or before June 1, 2012.

Vendor booth space rental is **\$20.00** per foot if paid after June 2, 2012.

Minimum rental space is **ten** feet for each booth.

No vendor booth (or any part) may extend out from the curb more than **12 feet**.

The sidewalk behind your booth must maintain a six foot minimum clearance between you and the building.

You will get the amount you pay for. You need to make sure to include your hitch in your space needed.

Example: your trailer is 10 feet long and a 5-foot hitch, you will need at least 15 feet for your unit.

Additional Fees

Electricity Fee

If your booth will require electric power, Circus City Festival will charge the following rates for six (6) days (Monday - Saturday). This fee is to be included with your deposit when returning attached application.:

1. **\$50.00** for one 20 amp 110 volt circuit
2. **\$75.00** for 60 amp 220 circuit
3. **\$125.00** for up to 75 amp 220 amp circuit
4. **\$200.00** for up to 100 amp circuit

Maximum 100 amp 220 circuit allowed

Electric hook-ups will be made only between the hours of 10 a.m. and 6 p.m., Sunday and 9 a.m. and 3 p.m., Monday.

All vendor owned electric junction boxes outside the vending or booth structure must be properly enclosed and padlocked.

Peru Utilities will not connect a vendor with undersized electrical or unsafe electrical equipment. It is the vendors responsibility to meet all local and national codes.

All booths and concession stands must have an appropriate fuse panel and/or disconnect switch inside the structure with at least 75 feet or properly sized, 4 wire insulated cable for hook-ups by city utilities.

Access to fire hydrants must be maintained at all times and clear of any obstruction.

Disconnection of electric service to all booths and concession stands will be between 11:00 p.m. and 2:00 a.m., Saturday night.

Water Fee

If your booth requires water supply and disposal, Circus City Festival will charge **\$50.00** for six (6) days (Monday – Saturday).

The utility also has the following requirements:

The dumping of any cooking oil, grease, fat or other residue or debris into any gutter, street drain, or catch basin is prohibited.

Dumping of waste water into gutter is prohibited.

Gray water drain pipe is furnished. You will use your garden hose to connect to it.

Booths dispensing food or drink must comply with Miami County Health Dept. regulations.

Trash Fee

\$20 per Vendor Booth Space

Trash is picked up nightly by the City of Peru. We have had to add this fee to cover this service that they provide. It is a requirement that each vendor booth pay this fee regardless of how much waste you generate.

**2012 Circus City Festival, Inc
Vendor Booth Application**

Date _____

First Name and Last Name _____

Address _____

City _____ State _____ Zip Code _____

Telephone Number with Area Code _____

Required Feet for Booth—Ten (10) Feet Booth Minimum _____

Cost—\$15 per foot if paid in full by June 1, 2012 _____

—\$20 per foot if paid on or after June 2, 2012 _____

Electricity required for six days:

\$50.00 for one 20 amp 110 volt circuit _____

\$75.00 for one up to 60 amp 220 circuit _____

\$125.00 for one up to 75 amp 220 circuit _____

\$200.00 for one up to 100 amp 220 circuit _____

\$50.00 for water and/or disposal _____

\$20.00 Trash Disposal Fee _____ \$20.00 _____

Amount Enclosed _____

Contact circus office for space confirmation. Booths may be set up any time after 10 a.m. Sunday, July 15 and must be set up by 3 p.m. Monday, July 16, 2012.

Submission of this application signifies your agreement to abide by the rules contained herein.

Signature _____

For placement consideration, please list two (2) items your booth is known for:

1. _____

2. _____

Mail to:

Downtown Festival

Circus City Festival, Inc.

154 N. Broadway

Peru, IN 46970