

HIGHLAND SECOND SUNDAYS SERIES VENDOR APPLICATION

Name: _____ Business Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ E-mail: _____ Tax ID: _____

Products: _____

Website: _____ Using a Vehicle for Selling Products: Yes No

Requesting Electricity? Yes No

Event Details:

Day/Time: Sundays, 12-3pm

Dates: May 10 – Sept. 13

Location: Main Square Park (3001 Ridge Rd.)

Promoter Details:

Organization: Highland Parks & Recreation (Fax: 219-972-7584)

Contact: Matt Jillson (219-838-0114, mjillson@highland.in.gov)

Checks are payable to: Highland Parks & Recreation

Fees per space (7% sales tax included):

May 10th Trial Week Special: \$10 (For electric, add \$5)

Weekly Rate: \$25 (For electric, add \$7)

5-week Season Rate: \$100 (For electric, add \$25)



Rules: Register one week in advance. All registration takes place at Lincoln Community Center (2450 Lincoln St.). No payment will be accepted on-site. Products sold must be itemized above. Prohibited items include fireworks, weapons, pornography, resale merchandise, music or live entertainment, generators, or anything that may be considered disruptive. No set-up until vehicles are unloaded and moved to the designated parking area located on Delaware St. Vendors must arrive no later than 30 minutes prior to start of market and must stay for entire duration of market. Permit will be revoked for the remainder of the season after two no show absences. Vendors must keep their designated area clean and remove all trash prior to departure. All work and displays must stay within designated spot. No boxes, extra merchandise, or debris should be visible. Vendor required to provide own canopy, tables, chairs, and extension cords. Tents must be securely weighted at all four corners. Product pricing must be clearly marked and in full view of customer. Scales used must be in accordance with the established standards per ISDH. Vendors may not harass customers, solicit outside of their designated space, or advertise anything not approved on this application. Food vendors are required to have a 40 BC dry chemical extinguisher on hand.

Sales Tax: All Crafters/Vendors are responsible for collecting and remitting Indiana sales tax (7%). You must include the Retail Merchant's Certificate Number (Tax ID) on this application and display your certificate within your booth for the full duration of the show. If you currently do not have a Registered Retail Merchant's Certificate (RRMC), you may register online at

<https://inbiz.in.gov>. As of February 11, 2020, the fee was \$25 for a RRMC.

Insurance/Health Permit: Vendors of prepared food or providing edible samples are responsible for obtaining a Lake County health permit and providing a certificate of liability insurance naming HPRD as additional insured with \$1,000,000/occurrence coverage.

Agreement: I understand and agree to abide by the rules per my application as a vendor. If I do not adhere to all regulations or if I misrepresent myself or my items I am selling I will be asked to leave with no refund and may be prohibited from participating in future events facilitated by HPRD. I agree to indemnify and hold any affiliates and this promoter harmless from any claim or demand, including reasonable attorney's fees, made by myself or any third party due to or arising from registering for this event, participating in this event or violating any rights of another party.

Name (Printed): _____

Signature: _____ Date: _____ Receipt #: _____

<p>Dates of Participation:</p> <p>May 10: _____ August 9: _____</p> <p>June 14: _____ September 13: _____</p> <p>July 12: _____ Space Desired: _____</p>	<p>Vendors of prepared food/edible samples:</p> <p><i>Attach the following docs to this app.</i></p> <p>Insurance Certificate: _____</p> <p>Health Permit: _____</p>
--	---