



Midweek Music & Market Vendor Application 2023

Name: _____ Business Name: _____
 Address: _____ City: _____ State: _____ Zip: _____
 Phone: _____ E-mail: _____ Tax ID / SSN: _____
 Products: _____
 Website: _____ Using a Vehicle for Selling Products: Yes No

Requesting Electricity? Yes, No WIC/ Senior FMNP Approved? Yes, No If yes, vendor #: _____

Event Details:

Day/Time: Wednesdays, 4:00-8:00PM
 Dates: May 10th, June 14th, July 12th, Aug. 9th Sept. 13th
 Location: Main Square (3001 Ridge Rd.)
Rain Location will be in Lincoln Center Banquet Hall)

Promoter Details:

Organization: Highland Parks & Recreation (Fax: 219-972-7584)
 Contact: Eric Schad (219-838-0114, eschad@highland.in.gov)
 Checks are payable to: Highland Parks & Recreation
1 Week \$26.00 (For electric add \$8.00)
Entire Season \$105.00 (For electric add \$8.00)
Fee Per Space (Plus 7% sales tax)



Rules: Spaces are reserved per approval of market manager and upon receipt of application, corresponding documents, and full payment. Returning full-season & half season vendors have first come, first served choice of spaces from February 1-28. On March

1, any available spaces will be opened to new vendors. Register one week in advance. All registration takes place at Lincoln Center. No payment will be accepted on-site. No refunds or makeup days. Market will be moved to Lincoln Center fieldhouse for severe weather. Call 219-838-0114 if weather is in question. 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.

Sales Tax: Note that Indiana law (IC 6-2.5-2-1(c)) requires a seller without a physical location in Indiana to obtain a registered retail merchant's certificate, collect and remit applicable sales tax if the seller meets either or both of the following conditions in the previous calendar year or the current calendar year:

1. You have gross revenue from sales into Indiana exceeding \$100,000; or
2. You have 200 or more separate transactions into Indiana.

If applicable, please 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 December 15, 2021, the fee is \$25 for a RRMC.

Prohibited items include: ...generators (unless self-contained in a truck or trailer)

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 #: _____

Dates of Wednesday's Markets:

Vendors of prepared food/edible samples:

May 10th _____

June 14th _____

July 12th _____

August 9th _____

Sept. 13th _____

Attach the following docs to this app.

Insurance Certificate: _____

Health Permit: _____