



FALL CELEBRATION & CRUISE-IN 2024

RETAIL VENDOR INFORMATION

PARKING IS AVAILABLE ON THE WEST SIDE OF THE COURTHOUSE ANNEX.

The Albion STAR Team is sponsoring a Fall Fest on Saturday, September 14, 2024 “on the square” in downtown Albion. Retail booths will be open from 10 am to 2 pm. Set-up of booths may begin at 7:00 AM and must be completed by 9:45 AM on Saturday. All loading/unloading should be expedited so that cars are parked outside of the festival area by 9:30 AM. Public wi-fi may not be available, so please plan accordingly.

THERE WILL BE NO DUPLICATES AMONG VENDORS. FIRST COME, FIRST ACCEPTED.

Vendor booth rental is as follows: **FOR-PROFIT ORGANIZATIONS: \$25.00**
 NON-PROFIT ORGANIZATIONS: \$15.00
 (Sorry, no electricity or water available.)

This fee is nonrefundable and must accompany your application. A signed waiver of liability, or a copy of your own liability policy, must accompany this application and payment.

SPACES ARE LIMITED, APPLY EARLY!!!

Deadline: September 2, 2024

You will receive notice of whether your application has been accepted on or before September 3, 2024. In the event it is not (due to duplicity in offerings) a full refund will be issued immediately.

VENDOR RESPONSIBILITIES:

Your booth must be open from 10 AM to 2 PM. Early tear-down must be approved by a member of the Albion STAR Team. No vehicles should re-enter the festival area until after 2 PM.

- This application is for selling anything other than food. If you wish to sell food, please submit a Food Vendor application.
- The Albion STAR Team reserves the right to ask vendors to remove items not appropriate for sale or any inappropriate decorations.
- State taxes, if applicable, are the responsibility of the vendor.
- All items that are sold must be listed/identified on your approved application.
- Vendors are responsible for removal of all materials in their booth, including decorations and trash.
- Please leave your area in the same condition as when you came. Any vendor not complying with this rule may not be invited to return.

THANK YOU!!

If you have any questions, please call or text Lori Gagen at (260) 564-4556.

FALL CELEBRATION & CRUISE-IN 2024 RETAIL VENDOR SPACE REGISTRATION



When: Saturday, September 14, 2024

Where: On the Square
Historic Downtown Albion, IN 46701

NO DUPLICATES. FIRST COME, FIRST SERVED.

NAME OF ORGANIZATION/BUSINESS _____

CONTACT/NAME _____

ADDRESS _____ CITY, STATE, ZIP _____

PHONE () _____ CELL () _____

What will you be selling? _____

Set-up is from 7 AM to 9:45 AM.

(All vehicles are to be removed from the closed street to another parking location by 9:30 AM on Saturday.)

FEES: For-Profit \$25 _____ Non-Profit \$15 _____ (sorry, no electricity or water will be provided.)

Make checks payable to Albion STAR Team.

Fees are refundable in the event your application is not accepted due to duplicity.

Upon receipt of your application, fees, and either a signed waiver of liability or copy of proof of your liability insurance, you will receive a confirmation and more information. THANK YOU!

I acknowledge that I have read and agree to abide by the Albion STAR Team policies. I further agree that I am liable for loss, damage and injury to myself or property during the course of the Fall Fest. I also understand that acceptance of this contract by the Albion STAR Team does not oblige the Albion STAR Team to offer me the opportunity to participate in future events.

DATE _____ REPRESENTATIVE _____

Mail form, signed agreement and insurance certificate, and payment to:

**Albion STAR Team
c/o Lori Gagen
PO Box 11
Albion, IN 46701**

ALL FEES MUST BE INCLUDED WITH APPLICATION BY SEPTEMBER 2, 2024.

Date rec'd _____ By _____

CHOICE ACCEPTED _____ NOT ACCEPTED _____