



FALL CELEBRATION & CRUISE-IN 2022

GENERAL REQUIREMENTS FOR RETAIL VENDORS

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

The Albion STAR Team is sponsoring a Fall Fest on Saturday, September 17, 2022 “on the square” in downtown Albion. Vendor/Retail booths will be open from 10 am to 2 pm. Set-up of booths may begin at 7:00 AM and must be complete 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 is available On the Square.

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 1, 2020

You will receive notice of whether your application has been accepted. 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.

- If you are a FOOD VENDOR, please complete the Food Vendor application and disregard this one.
- 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.
- No food or drink item may be sold unless listed on your application and approved by the Albion STAR Team.
- Each Vendor is 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 will not be invited to return.

THANK YOU!!

If you have any questions, please call or text Lori Gagen at (260) 564-4556. For additional information or contacts, visit <https://www.albionstarteam.org/fall-celebration>.

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RETAIL VENDOR SPACE REGISTRATION



When: Saturday, September 17, 2022
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 or offering? _____

Set-up is from 7 AM to 9:45 AM. What time do you want to set up? _____

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

FEES: For-Profit \$25 _____ Not For-Profit \$15 _____ + Electricity \$10.00 _____ = Remitted \$ _____

(Make check 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 1, 2022

Date rec'd _____ By _____

CHOICE ACCEPTED _____ NOT ACCEPTED _____