

**SWISS WINE FESTIVAL, INC.**  
**2010 ARTS & CRAFTS AND COMMERCIAL POLICY**

**1. DATES & TIMES:**

Thursday, August 26, 2010  
Friday, August 27, 2010  
Saturday, August 28, 2010  
Sunday, August 29, 2010

**BOOTHS TO BE OPEN:**

5:00pm to 9:00pm  
3:00pm to 9:30pm  
11:00am to 10:00pm  
11:00am to 6:00pm

**FESTIVAL HOURS:**

5:00pm to 10:00pm  
3:00pm to 2:00am  
10:30am to 2:00am  
10:30am to 6:30pm

**You may open earlier or stay later, however we request your booth be open during the hours given. Only THURS. is optional.**

**2. SET-UP: (Please adhere to the following Set-up Schedule)**

Wednesday, August 25, 2010 3:00pm to 8:00pm OR  
Thursday, August 26, 2010 8:00am to 2:00pm (Vehicles must be moved out by 3:00pm) OR  
Friday, August 27, 2010 7:30am to 12:30pm (Vehicles must be moved out by 1:00pm)  
Set-up on Wednesday, August 25, 2010 & Thursday, August 26, 2010 is optional.

**Exhibitors MUST arrive in sufficient time to completely set-up by Thursday at 2:00pm or Friday at 12:30pm.**

**All vehicles must be moved to a designated parking area BY 3:00PM ON THURSDAY AND BY 1:00PM ON FRIDAY.**

**NO AFTER HOURS CHECK-IN. If a vendor arrives within reason after scheduled set-up time the Arts & Crafts chairperson will be notified. It will be up to the discretion of the chairperson whether or not they choose to check in the vendor. There will also be a \$25.00 Late-Fee for After Hours Check-IN.**

**3. DEADLINE:**

**Early Bird Deadline May 31, 2010.** (Must be postmarked by May 31, 2010)  
**August 1, 2010** (All applications postmarked after **August 15, 2010** will be assessed a \$25.00 per vendor late fee).

**4. FEES:**

**NON SWITZERLAND COUNTY RESIDENT**

\$70.00 per booth space (deadline May 31, 2010)  
\$100 per booth space (after May 31, 2010)  
\$25 late fee per vendor (after August 1, 2010)

**SWITZERLAND COUNTY RESIDENT**

\$70 per booth space  
\$25 late fee per vendor (after August 1, 2010)

This fee includes 120-Volt electric 20 amps. Payment in full must accompany signed application. **Make check payable to Swiss Wine Festival, Inc.** Cancellations will be accepted; however, **NO REFUNDS WILL BE MADE AFTER AUGUST 1, 2010.**

**ONLY CASH OR MONEY ORDER WILL BE ACCEPTED AFTER AUGUST 10, 2010.** Refunds are not made if inclement weather is experienced during the course of the festival. The Swiss Wine Festival is a rain or shine event.

**5. BOOTH SIZE:**

12' wide (frontage) X 10' deep (open on 12' side only) It is essential that displays conform to exact space allotted (including trailer tongues and awnings). Selling area is limited to the 12' x 10' space.

**6. TAX RATE:**

Each exhibitor is responsible for collecting Indiana State Sales Tax on all sales made. Indiana Department of Revenue agents may be present at the festival.

**7. GENERAL RULES:**

- A. **NO PREPARED FOOD OR BEVERAGES ARE TO BE SOLD IN BOOTH SPACE.**
- B. **ABSOLUTELY NO ILLEGAL ITEMS, OBSCENE MATERIAL, CONTROLLED SUBSTANCES, DRUGS, DRUG USE PARAPHERNALIA, ALCOHOLIC BEVERAGES, SWITCHBLADES, GUNS, AMMUNITION, FIREWORKS, PROJECTILES, INFLATABLES, STINK BOMBS, SILLY STRING, DISAPPEARING INK, LIVE ANIMALS, OR ANY OTHER ITEM THE SWISS WINE FESTIVAL, INC. MAY DEEM INAPPROPRIATE WILL NOT BE ALLOWED. THE SWISS WINE FESTIVAL HAS SOLE AND ABSOLUTE CONTROL OF ITEMS OR WARES OFFERED FOR SALE AT THE FESTIVAL. These restrictions will be strictly enforced.**
- C. The Swiss Wine Festival, Inc. has final approval of all items to be sold and booth set-ups. Any exhibitor found displaying items not shown on the submitted application or items against Swiss Wine Festival, Inc. policy will be asked to remove offending items, and/or will be prohibited from conducting further sales and/or be removed from festival immediately.
- D. No selling of inappropriate items (knives, swords, etc.) to children under the age of eighteen.
- E. Selling is only to be done within your booth space. **NO ROAMING** is allowed in order to be fair to all exhibitors. Please respect your fellow exhibitors. Violators using more than their rented space will be asked to leave. No refunds will be made.
- F. Once you are set up, you CANNOT drive a vehicle in or out of the area. Parking a vehicle with your booth space depends on the location; call 812-427-9463 to discuss specific booth locations. Calls will be returned as quickly as possible.
- G. Booths must be open during the designed times listed in item 1. above. Anyone who deviates from this schedule may not be considered for next year's festival, as it is discourteous to the customers and reflects poorly on the exhibitor as well as the Swiss Wine Festival.
- H. Volume of sound/music coming from booths must be kept at a reasonable level so as not to interfere with neighboring booths. Festival officials will be the ultimate judges of what is acceptable.
- I. No Raffles without Prior Approval.
- J. Your booth must be kept neat, clean and safe for patrons.
- K. Pets are restricted to exhibitor's booth space.

**(CONTINUED ON REVERSE SIDE)**

## **8. TYPE OF BOOTH:**

### **ARTS & CRAFTS AREA:**

We emphasize quality craftsmanship and merchandise. All items sold must be Handcrafted original works, and not made from kits. NO MANUFACTURED ITEMS, SAND ART OR FLEA MARKET ITEMS IN THIS AREA. A complete description of the items to be exhibited MUST be included on the application. In addition to your written description, please submit one (1) photograph of items to be exhibited. Preferably the photo should show your entire booth set-up. Label your photo with your name and address. Photos will be returned at the festival. The Swiss Wine Festival has the right to limit entries per medium.

### **COMMERCIAL & FLEA MARKET AREA:**

Flea market and commercial items will be in this area. The Swiss Wine Festival, Inc. has the right to limit entries per medium.

## **9. SECURITY:**

The Swiss Wine Festival, Inc. will provide general security in all festival areas after hours during the days the festival is scheduled. However, Swiss Wine Festival Inc. is not responsible for lost or stolen items under any circumstances. The Swiss Wine Festival, Inc. is not responsible for accidents.

## **10. PLACEMENT:**

Placement of exhibitor's booths is at the discretion of Swiss Wine Festival, Inc. Exhibitor preference will be given first consideration based on space availability and the date exhibitor's application was received. Location may be affected by special requirements such as electrical needs etc. Assigned spaces cannot be changed without the approval of the Swiss Wine Festival, Inc.

## **11. ELECTRICAL REQUIREMENTS:**

Booth spaces will be provided with 120-volt, 20 amps, and electrical hookup. It is the vendor's responsibility to provide a minimum of 100 feet of 12-3 gauge GROUNDED outdoor electrical extension cord in safe operating condition. NO HALOGEN LIGHTS ALLOWED. If you have additional power requirements such as 240 volt, please specify on your application. Depending on requirements Swiss Wine Festival, Inc may elect to levy additional charges. Please contact Swiss Wine Festival, Inc. in advance to make sure we can accommodate your needs. Exhibitor agrees to hold Swiss Wine Festival, Inc. harmless for any injury or damages resulting from electrical use.

## **12. TEARDOWN:**

All booth displays and merchandise must be removed after closing on Sunday evening August 29, 2010. Please do not attempt to move out of your location until 6:00pm. All exhibitors are required to clean their own area and put trash in the trash receptacles provided. Failure to remove all equipment and thoroughly clean up rental area will result in a \$75.00 charge. Swiss Wine Festival, Inc. will not be responsible for storing, maintaining, or watching any items left at the festival area. **Early tear down could result in loss of space for next year's festival.**

## **13. CANCELLATION:**

Full refunds will be given through August 1, 2010. Absolutely no refunds will be made after this date. **No rain dates.** The Swiss Wine Festival is a rain or shine event.

## **14. CONFIRMATIONS:**

Confirmations will be sent as soon as your booth space is confirmed. Applications received after August 15, 2010 will be confirmed via a telephone call. (Please include a cell phone number.)

## **15. SOUVENIR ITEMS:**

Souvenir items that identify the Swiss Wine Festival, Inc. (such as T- Shirts, Mugs, Buttons, etc.) will not be allowed for sale by any exhibitor unless specific written permission is received by the exhibitor from Swiss Wine Festival, Inc. prior to the festival start date.

## **16. RENTAL AGREEMENT:**

Applications will be accepted on a first-come basis. All rental agreements must be accompanied with payment in full. Swiss Wine Festival, Inc. will not supply tables, extension cords, etc. It is the applicant's responsibility to read and understand all regulations as outlined in this rental agreement. Swiss Wine Festival, Inc. is not responsible for accidents, damage, loss or injury of any kind. **Business activity must be conducted in your reserved space only.** Trading or selling of contracted booth space is strictly forbidden. Exhibitors agree that Swiss Wine Festival, Inc. may revoke this agreement at any time, and for any reason, and that Exhibitors damage will be limited to refund of the fee paid.

## **17. MAILING ADDRESS/CONTACT:**

For questions or additional information, please call 812-427-9463. Calls will be returned as quickly as possible.

Please complete the application and return with full payment to:

AC/C BOOTHS  
SWISS WINE FESTIVAL  
PO BOX 151  
VEVAY, IN 47043

[www.SwissWineFestival.org](http://www.SwissWineFestival.org)

**THIS RENTAL AGREEMENT IS NOT TRANSFERABLE**

**SWISS WINE FESTIVAL, INC**  
**2010 ARTS & CRAFTS AND COMMERCIAL APPLICATION**

If you paid a deposit last year, this form is still required. Your space will not be held until this form is received.  
**EARLY BIRD DEADLINE MAY 31, 2010.** (All applications postmarked after **August 1, 2010** will be assessed a \$25.00 per vendor late fee).

PLEASE PRINT OR TYPE:

NAME \_\_\_\_\_

BUSINESS NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

TELEPHONE (\_\_\_\_) \_\_\_\_\_ CELL PHONE (\_\_\_\_) \_\_\_\_\_

E-MAIL \_\_\_\_\_

TYPE OF BOOTH (Please circle one) **ARTS & CRAFTS** or **COMMERCIAL/FLEA**

PLEASE DESCRIBE ITEMS YOU WILL BE SELLING:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

FEE: \$70.00 per booth space (deadline May 31, 2010) \$100.00 per booth space (after May 31, 2010)

Includes 120-Volt 20 amps of electricity.

**A \$25 late fee will be assessed on applications postmarked after August 1, 2010.**

NO. OF 12' X 10' SPACES \_\_\_\_\_ TOTAL ENCLOSED \$ \_\_\_\_\_

PLEASE RETURN THIS APPLICATION AND **CHECK OR MONEY ORDER MADE PAYABLE TO SWISS WINE FESTIVAL.**  
**ONLY CASH OR MONEY ORDER WILL BE ACCEPTED AFTER AUGUST 15, 2010.**

I have read and understand the 2010 Arts & Crafts and Commercial Policy and upon acceptance of this application, I and my representatives and agents agree to comply with and be bound by all Swiss Wine Festival, Inc. Arts & crafts and Commercial Policies, which are expressly made a part of this application, and I do also accept full and complete responsibility for all merchandise, property and persons involved in my participation in or with the Swiss Wine Festival. In consideration of the acceptance of this application, I, as an inducement to such acceptance, agree, for myself and my employees, agents, successors and officers, to indemnify and hold the Swiss Wine Festival, Inc., its board members, officers, employees, agents, successors and assigns harmless of and from any and all liability, claims actions, demands, damages and expenses, including, without limitation, reasonable attorney's fees incurred by or on behalf of any of them, arising out of injury or damage of any kind, to persons or property, in any way connected with my participation in or with the Swiss Wine Festival. I understand no refunds will be made after August 1, 2010.

\_\_\_\_\_  
Applicant's Signature Date

SEND APPLICATION TO: AC/C BOOTHS, SWISS WINE FESTIVAL, P.O. BOX 151, VEVAY, IN 47043, PHONE NO: 812-427-9463  
**THIS APPLICATION IS NOT TRANSFERABLE**