



**71st Annual
Zionsville Lions Club Fall Festival**
“At the Movies!”
September 6-8, 2024

The Zionsville Lions Club invites you to participate in the 71st Annual Zionsville Lions Club Fall Festival by completing and returning the Vendor Application/Agreement (pages 4 - 8). The annual Fall Festival will consist of the Fall Festival parade, entertainment, carnival, food court, a commercial vendor area, arts & crafts area, kid’s corner area, pet pavilion area and much more.

Zionsville Lions Club Fall Festival Format:

Admission Cost: **FREE** (except for Lions’ Lounge Saturday Night)

Parking cost: **FREE vendor parking with pass in designated areas**
\$8 Event Parking per vehicle for guests

Activity Hours: **Friday, September 6:**
 Noon - 4:30 p.m. Vendor Set up only
 5 p.m. - 8 p.m. VIP Event for our Special Needs Families
 6 p.m. - 11 p.m. Poor Jack’s Carnival open for all

Saturday, September 7:
 7 a.m. – 11:00 a.m. Vendor Set up
 11 a.m. – 6 p.m. Vendor Hours
 Noon – 11 p.m. Carnival

Sunday, September 8:
 11 a.m. - 5 p.m. Vendor Hours
 Noon – 6 p.m. Carnival

**There are events later than 6 p.m. Saturday.
Vendors are not required to be open later, but are welcome to stay open.**

Location: Zionsville Lions Park – 11053 Sycamore Street, Zionsville, IN 46077

Social Media: Website: www.Zionsvillelions.com Facebook: [@Zionsvillelionsclub](https://www.facebook.com/Zionsvillelionsclub)
 Twitter: [@Zionsvillelions](https://twitter.com/Zionsvillelions) Instagram: [Zionsvillelions](https://www.instagram.com/Zionsvillelions)

Zionsville Lions Fall Festival Contacts

<p>Fall Festival Chair Tim Reinhart timr.zlions@gmail.com 317.513.6956</p>	<p>VIP Carnival Leigh Ann Akard Leighannakard23@gmail.com 317.445.4417</p>	<p>Lions' Lounge Keith Shepherd racing1016@gmail.com 317.408.4892</p>
<p>Pet Pavilion Vendors & Volunteers Mike Heffner heffnermike@sbcglobal.net 317.531.8412</p>	<p>Car Show Doug Gauthier dogauth1@gmail.com 317.954.5167</p>	<p>Food Vendors Steve Gayheart hart23@att.net 630.222.7134</p>
<p>Parade Michelle Shepherd/Jill Reinhart zlionsparade@gmail.com 317.697.9563 / 317.403.7118</p>	<p>Commercial & Craft Vendors Bonnie Kincaid bkincaid@burrusandsease.com 317.873.2150</p>	<p>Kids' Corner Vendors Tim Reinhart timr.zlions@gmail.com 317.513.6956</p>

Deadlines:

Applications are due by August 23, 2024.

Applications postmarked after August 23, 2024, please add a \$50.00 Late fee.

NO VENDORS WILL BE ADDED AFTER AUGUST 30, 2024 – NO EXCEPTIONS

Fees:

TYPES OF VENDOR

(Please indicate on application page 4)

COMMERCIAL OR ARTS/CRAFT	(INSIDE TENT SPACE)	SIZE 10' W x 15' D	\$200.00*
COMMERCIAL OR ARTS/CRAFT	(OUTSIDE SPACE)	SIZE 10' W x 15' D	\$130.00*
KIDS' CORNER	(OUTSIDE SPACE)	SIZE 10' W x 15' D	\$130.00*
PET PAVILION VENDOR	(OUTSIDE SPACE)	SIZE 12' W x 12' D	\$130.00*

**For INSIDE TENT SPACE you will be inside of a large tent with other vendors. For OUTSIDE SPACE there is no tent provided, the vendor is responsible for their own tent.*

Electric hook up is an additional \$40.00 per outlet. Electrical is limited. Please get your request in early!!!

**Zionsville Lions Club Fall Festival
September 6-8, 2024
Location: Zionsville Lions Park**

INSTRUCTIONS FOR COMPLETING APPLICATION:

1. All information must be answered completely.
2. The list of products you are requesting to sell/display/promote/give-away must be specific.
3. Any brochure, handouts, catalog, or price list that will best describe your product should be included with the application and must be pre-approved for distribution during the event.
4. Make sure you sign the application where indicated.
5. **Enclose payment (check or money order) with this application.**
MAKE CHECKS PAYABLE TO THE ZIONSVILLE LIONS PARK, INC. If your application is denied, payment will be returned within two weeks of notification.
6. A recent photo of your booth is encouraged. Photos will not be returned.
7. Submit copies of the permits and licenses that apply to your booth (see Required Permits page 4, for more information).
8. Food Vendors & Vendors interacting with the public (e.g. massage, children's activities, fitness, etc.) must submit a copy of your general liability insurance.
9. Craft Vendors must submit photographs of all items which will be available at the Fall Festival. A web address where photos can be viewed is acceptable. Only the items submitted on the application and similar items will be allowed to be displayed at this selected show.
10. Please mark your envelope with the type of vendor that you are "Crafts, Pet, Commercial, Food or Kids Corner."
11. Submit application (pages 4 - 8) to:

**Zionsville Lions Club Fall Festival
P.O. Box 252
Zionsville, Indiana 46077**

Please include a stamped, self-addressed envelope for your confirmation letter with booth space information. We will include a flyer of the event for you to duplicate for your customers and your mailing lists. This is a two-day event for vendors. You are required to participate both days during stated times.

**For tent and booth regulations, please visit the Town of Zionsville website link below:
<http://www.zionsville-in.gov/245/Tents-Membrane-Structures>**

The Fire Marshal will be inspecting tents and you will need to comply with the current guidelines!!

**2024 Zionsville Lions Club Fall Festival
Vendor Application and Agreement**

Group or Business Name _____

Contact Name _____

Address _____ City _____ State _____ Zip _____

Business Phone _____ Cell Phone _____

Fax Number _____ Email Address _____

Not-for-Profit IRS # _____

Indiana Seller's Permit License # _____ (attach copy to application)

Have you participated in previous Zionsville Fall Festival events? If yes, list event and year: YES NO

Do you have an entry in the Fall Festival Parade? YES NO

Detailed description of products to be sold, promoted, displayed, or given away. Please include prices (or attach list). Only approved items will be included in agreement and/or ads. (Craft vendors need to submit three photographs of your "wares".)

(Continue on back if necessary)

Drawings may not be held and microphones or other sound producing items may not be used **without prior approval**. If you wish to hold a drawing (includes raffles) or use a microphone or other sound producing item check below:

_____ Prize – Please list item(s) _____

_____ Drawing – Please describe (use back of page if necessary) _____

_____ Microphone(s) – Please list how many _____

_____ Other sound-producing device (i.e. TV, stereo, instruments, etc.) – Please list _____

Electrical information (this portion must be filled out even if you are bringing your own generator)

List all electrical equipment to be used at event for approval.

Due to limited power availability at the event grounds, **only 110-volt power will be available.** If using event-supplied electricity, each appliance, light, or piece of equipment must be on its own outlet.

Each booth will be inspected during each day to ensure that generators are whisper-quiet, that all electrical cords are taped down or covered to ensure event guests do not trip over them, and that generators are located behind your booth space.

It is important that the following information is complete and correct (continue on back)

Equipment Description:	Amps:	Voltage:	Watts:
1. _____		110	_____
2. _____		110	_____

If bringing your own generator, what type of generator will you be using?

Make _____ Model _____ Year _____

Please note that 220v will NOT be available

Please be advised: Any damage made to Zionsville Lions Park electrical equipment due to non-compliance will result in a charge for the cost of repairs.

Due to the nature of outdoor events, event-supplied electricity is not guaranteed. Any damage, or declined sales, caused by this loss of power is solely the vendor’s responsibility.

Please complete the payment information:

Vendor Type from page 2

_____ COMMERCIAL OR ARTS/CRAFT	(INSIDE TENT SPACE)	SIZE 10’ W x 15’ D	\$200.00
_____ COMMERCIAL OR ARTS/CRAFT	(OUTSIDE SPACE)	SIZE 10’ W x 15’ D	\$130.00*
_____ KIDS’ CORNER	(OUTSIDE SPACE)	SIZE 10’ W x 15’ D	\$130.00*
_____ PET PAVILION VENDOR	(OUTSIDE SPACE)	SIZE 12’ W x 12’ D	\$130.00*

**For OUTSIDE SPACE there is no tent provided*

Booth Space Fee	Number of booths _____	\$ _____
Electricity (\$40 per outlet): YES ___ NO ___	Number of outlets _____ x \$40	\$ _____
Late Fee \$50 (If submitted after August 23, 2024)		\$ _____
Total amount submitted with application:		\$ _____

ZIONSVILLE LIONS CLUB FALL FESTIVAL CONTRACT

The Zionsville Lions Club Fall Festival Committee (“Committee”) and the undersigned Vendor booth holder (“Vendor”) enter into this contract for booth space, subject to and on the following conditions:

1. **The Fall Festival will be held on Friday, September 6, 2024 through Sunday, September 8, 2024. Fees will not be returned due to inclement weather or acts of God. The event will occur rain or shine.**
2. The Committee grants, and the Vendor accepts, a license to use booth space at the Zionsville Lions Club Fall Festival to be held at the Zionsville Lions Club Park (northeast corner of East Sycamore & Elm Street). In consideration for the use of the booth space, the Vendor will pay to the Committee a non-transferable fee (“Fee”) per booth space. Food Vendors will also pay 20% of the gross receipts of food sales.
3. The fee becomes non-refundable after August 23, 2024.

<i>Vendor Type:</i>	<i>Booth Size W x D (in feet):</i>	<i>Fee:</i>
COMMERCIAL OR ARTS/CRAFT (INSIDE TENT SPACE)	SIZE 10’ W x 15’ D	\$200.00
COMMERCIAL OR ARTS/CRAFT (OUTSIDE SPACE)	SIZE 10’ W x 15’ D	\$130.00*
KIDS’ CORNER (OUTSIDE SPACE)	SIZE 10’ W x 15’ D	\$130.00*
PET PAVILION VENDOR (OUTSIDE SPACE)	SIZE 12’ W x 12’ D	\$130.00*

**For OUTSIDE SPACE there is no tent provided. Vendor is responsible for their own tent.*

4. Booth location will be determined by the Committee. The booth must be located **AT LEAST TEN FEET FROM ANY PAVED PATHWAY** within the Zionsville Lions Club Park and Grounds or as otherwise directed by the Committee.
5. Special booth location requests are permitted but not guaranteed. These requests (i.e. booth location, proximity to other vendors, etc.) should be made on the application. Booth Space assignments are subject to change up to the day of the event. No sharing of booth space with other vendors is allowed.
6. All Vendor merchandise must be approved through the application process. Requests to sell additional products must be made by contacting Committee. Only approved items can be sold or displayed. Violations will result in cancellation of vendor contract, vending space, and all fees. Vendor agrees to provide the Committee with samples of any and all items to be sold or dispensed if so requested by the Committee. Vendor does not have exclusivity on any one product type.
7. Vendor may not provide music or entertainment in its booth unless approved by Committee.
8. In the event the Vendor requires special electrical hookup for the use and operation of its booth space, the Vendor shall advise the Committee of its needs by **August 23, 2024**. The Committee will make the electrical connection available whenever practicable.
9. Subletting of space by Vendor is strictly forbidden.
10. While on site, including both before and after the Festival, Vendor will follow any and all directions from Police and Fire personnel, members of the Zionsville Lions Club, employees of the Zionsville Lions Club, and members of the Committee. Vendor will be subject to inspection for compliance with safety requirements and festival rules, which includes State Fire Marshall standards, at all times. Vendor using grills or open flames must have the proper fire extinguisher at their space.
11. Vendor will ensure that all cords, hoses, and all other materials and items associated with Vendor’s operations, including, but not limited to, those that encroach upon or cross pedestrian pathways, are secured and protected in a manner that prevent tripping hazards and injury.

12. **Set-up must be done between 12:00 p.m. and 4:30 p.m. on September 6, 2024 or between 7:00 a.m. and 10:59 a.m. on September 7, 2024.** The Vendors will not be permitted to access the Zionsville Lions Club or Park area prior to 12:00 p.m. on September 6, 2024. Vehicles must not be present in the Lions Club Park vendor areas after 4:30 p.m. on Friday, September 6, 2024. The Vendor will be expected to have their set up done prior to 11:00 a.m. on Saturday, September 7, 2024. The Vendor, together with all its employees, agents, and property shall vacate this same area after the conclusion of the Fall Festival on September 8, 2024. Any property not removed from the area at the conclusion of the event may, at the Committee's discretion, be removed therefrom and disposed of, at the Vendor's expense.
13. In the event Vendor has failed to occupy its booth space by 10:59 a.m. on Saturday, September 7, 2024, the Committee has the right to utilize such space in any manner it chooses. Vendor will not be entitled to a refund.
14. Vendor agrees to park and locate its vehicles, equipment, and other property in such location as the Committee directs.
15. Vendor will NOT drive tent stakes, poles, or other devices into any paved surface.
16. Vendor will provide the necessary materials and equipment needed for operation of Vendor's booth, including, but not limited to, canopies, tables, chairs, and fans.
17. Vendor must supply the necessary garbage receptacles inside its booth and should empty such receptacles at the end of the event. Vendors must adhere to all recycling guidelines. Failure to comply with garbage and recycling rules will result in a \$100 fine.
18. All rules and regulations required by the Boone County Health Department (BCHD) are in effect at the Zionsville Lions Club Fall Festival. In accordance with these rules and regulations, a Certified Food Handlers Permit is required as recognized by the BCHD. This Permit must be displayed at the Celebration. Please call the BCHD at (765) 483-4458 if you have any questions. Food items or edible produce must be kept at least 6 inches above ground at all times.
19. No food samples are to be cut at the Fall Festival. Samples must be cut and packaged at an approved kitchen according to the Health Department guidelines.
20. Items cannot be served or sold in glass containers.
21. Vendor must be open and operating on Saturday, September 7, 2024, from 11:00 a.m. to 6:00 p.m. and on Sunday September 8, 2024, from 11:00 a.m. to 5:00 p.m. during the Fall Festival. Vendors are welcome to remain open later on Saturday evening while guests remain in the park.
22. The Vendor shall not commit or permit its agents or employees to commit any waste or damage to the Zionsville Lions Club or Park grounds in any manner, nor violate any federal, state, county, or city law, ordinance, rule or regulation. The Vendor shall keep the booth space in a safe, clean and orderly condition and shall not permit any rubbish or refuse to accumulate outside the boundaries of the booth space. If repair, damage, or cleaning costs are incurred, and the Committee determines that the Vendor is responsible, those costs shall be reimbursed in full to the Committee by the Vendor within 10 days after written notification for such costs.
23. **Smoking and alcohol usage is prohibited in Lions Park.**
24. The Vendor shall not bring or permit any of its agents or employees to bring any hazardous materials including, but not limited to, fireworks, on the grounds.
25. **Zionsville Lions Club is not responsible for damaged, stolen or lost items.**
26. Vendor and Vendor's employees and agents will conduct themselves in a professional and courteous manner at all times.

27. **ALL** Vendors interacting with the public, including, but not limited to, Food, Beverage, Massage and Children’s Activities Vendors, **must** have their own general liability insurance. Vendor is required to submit a certificate of insurance in the amount of one million dollars general liability, naming the Zionsville Lions Club, Inc., and Zionsville Lions Park, Inc. as a beneficiary AND an additional insured in regard to this event. Vendor shall provide this Certificate of Insurance in an amount and in the form required by the Zionsville Lions Club and the Committee along with the applicable booth fee by August 23, 2024.
28. The Vendor is solely responsible for damages resulting from the sale of goods and services and for any damage, accident or injury (including death) caused by the Vendor’s (including Vendor’s agents and employees) acts or omissions. The Vendor hereby releases the Zionsville Lions Club Fall Festival Celebration Committee and the Zionsville Lions Club and Zionsville Lions Park, Inc. from all liability thereof. Vendor agrees to indemnify and hold harmless the Committee, the Zionsville Lions Club, its members, and all public officials, officers, directors, employees, and agents from any and all liability, loss or damages, causes of action, claims, costs, expenditures, attorney fees and cost of defense which may occur by reason of the Vendor’s use of the Park during this event. In addition, nor should the Committee, the Zionsville Lions Club, its members, and all public officials, officers, directors, employees, and agents be responsible for any injury, loss or damage that may occur to the vendor, or vendor’s employees, or property from any cause whatsoever prior to, during, or subsequent to the period covered by the vending contract.
29. This constitutes the entire agreement between the parties hereto, and no modifications of this agreement or waiver of the terms and conditions hereof shall be binding upon the parties unless approved in writing by both parties.
30. Should any part of this Agreement be rendered or declared invalid by an Indiana court of competent jurisdiction, such invalidation of such part or portion of this Agreement should not invalidate the remaining portions thereof, and they shall remain in full force and effect.
31. This agreement shall be governed, construed and enforced in accordance with the laws of the State of Indiana.
32. Venue for disputes of the Agreement shall be in Boone County, Indiana.
33. To be eligible for a refund, cancellations must be made in writing, and postmarked no later than August 23, 2024. Cancellations must be mailed to Zionsville Lions Club, P.O. Box 252, Zionsville, Indiana 46077.
If cancellations are made after August 23, 2024, no refunds will be given.
34. **The Committee reserves the right, and Vendor agrees, to eject Vendor from the premises without refund or recourse for a breach of any one of the above terms or any applicable laws or regulations.**

The undersigned has read this Agreement and by signature below agrees to adhere and abide by them. I realize if I, my company, or any of my workers or contractors or agents violates any of the terms, that I will automatically forfeit my vending space, the opportunity to sell products or services, and that I am not guaranteed a refund of the vending fees. The undersigned also certifies that he or she is authorized to enter into contracts and accept legal process on behalf of the Vendor. The undersigned acknowledges that all information submitted in this application is correct.

This Agreement is executed by the below named Vendor on this ____ day of _____, 2024.

Signature _____

Printed Name _____

This Agreement is accepted by the Zionsville Lions Club Fall Festival Committee on this ____ day of _____, 2024.

Signature _____

Printed Name _____ (On Behalf of the Zionsville Lions Club Fall Festival Committee)