



THIS ENTRY FORM IS NOT FOR FOOD VENDORS

**RILEY FESTIVAL
2017 GENERAL APPLICATION
COMMERCIAL, CRAFT, GAMES
FLEA MARKET, & NON-PROFIT
OCTOBER 5, 6, 7 & 8, 2017
THEME: "AFTER THE FROST"**

FOR OFFICE USE ONLY:

2017 BOOTH # _____

Date: _____

Amt. Paid: _____

Check # _____

Deposited _____

2016 Location: _____

Confirmation: _____

If you want to sell or give away food in any form, please call (317) 462-2141 to obtain proper forms and information

The Riley Festival celebrates the Hoosier Poet's October birthday. Due to increased interest in participation in our Festival, it is important that you return this entry form **immediately**. Applications must be accompanied by payment in full.

BUSINESS NAME (Please print) _____

CONTACT PERSON _____

CONTACT PHONE (_____) _____ WEBSITE _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

E-MAIL _____

How many years have you had a booth at Riley Festival? _____

NO DRUGS OR DRUG PARAPHERNALIA, PORNOGRAPHIC MATERIAL, COUNTERFEIT MERCHANDISE, KNIVES, SNAP POPS, SILLY STRING, DISAPPEARING INK, FIREWORKS, POTATO OR MARSHMALLOW GUNS, NO RAFFLES WITHOUT PRIOR APPROVAL.
NO DISPERSING OF HERBS, HEALTH OR DIET SUPPLEMENTS, NON-PRESCRIPTION MEDICINES OR PROMOTION OF MEDICAL DEVICES.

All items to be offered for sale **MUST** be listed in the space provided below. Items not listed **MAY NOT BE SOLD**. Cancellations will be accepted, however, **NO REFUNDS OF ENTRY FEE WILL BE MADE AFTER AUGUST 1, 2017.**

The Riley Festival Association reserves the right **TO INSPECT OR DENY SALE OR DISPLAY OF ANY ITEMS DEEMED INAPPROPRIATE.**

CHECK APPLICATION TYPE: COMMERCIAL FLEA MARKET GAMES NON-PROFIT CRAFT

ALL ITEMS TO BE SOLD OR GIVEN AWAY OR HANDED OUT MUST BE LISTED BELOW: THE MAJOR ITEMS TO CLASSIFY MY BOOTH

Set-Up: Thursday, October 5th:

Festival Hours: Thursday, October 5th – 5 P.M – 9 P.M.; Friday & Saturday, October 6th & 7th– 9 A.M. – 9 P.M.;

Sunday, October 8th--11 A.M.– 5 P.M.

All exhibitors are expected to be open the hours of the Festival. If your booth cannot be set-up and open on Thursday, October 5th, the Riley Festival Office MUST be notified 72 hours before Festival Opening. **NO TRAILERS ALLOWED**

TENTS MUST BE OF FLAME-RETARDANT MATERIAL. A 2A or ABC fire extinguisher must be in each booth at all times. Electricity and Street Lighting provided.

INDIANA SALES TAX IS THE RESPONSIBILITY OF THE VENDOR. STATE INSPECTORS CHECK!

BOOTH INSURANCE IS THE RESPONSIBILITY OF THE VENDOR.

Next page must be completed and signed

ALL TENTS MUST BE PROPERLY WEIGHTED DOWN.

COMMERCIAL: All booths are located on the Courthouse lawn, plaza and South State Street.

FLEA MARKET: All booths are located on North Street and North State Street.

RILEY FUN ZONE: All booths and games are located in the parking lot on North Street between State Street & East Street.

NOT-FOR-PROFIT: The Riley Festival reserves the right to request proof of 501-3-C.

CRAFT: Please indicate by number your first choice (1), second choice (2) or no preference (NP) of location:

_____East Main St. _____West Main St.

** Craft vendors must submit two (2) photos of some of the items you will sell in the booth with the application**

JURIED CRAFT: Check here for JURIED_____ All booths are located on East St. If not selected for Juried, booths will be placed on another Craft street. If so, please indicate street preference above. **JURIED APPLICATIONS MUST BE ACCOMPANIED BY FIVE PHOTOS OF THE ITEMS TO BE SOLD IN BOOTH TO ENABLE THE FESTIVAL TO JURY THE BOOTH. APPLICATIONS SUBMITTED WITHOUT PHOTOS WILL NOT BE CONSIDERED.** If you wish your photos returned, please include a stamped SASE business-size envelope. **Items are to be handmade by the exhibiting artist.**

FEES: COUNTY RESIDENTS-----10 X 10 FT. OF SPACE ---\$175.00 (Includes electricity)

NON-COUNTY RESIDENTS---10 X 10 FT. OF SPACE ---\$205.00 (Includes electricity)

For multiple spaces multiply number of spaces times base fee.

PLEASE RESERVE 1or 2 SPACES @ \$_____ EACH FOR ME. ENCLOSED IS A CHECK OR MONEY ORDER IN THE AMOUNT OF \$_____.

MAKE CHECK OR MONEY ORDER PAYABLE TO: RILEY FESTIVAL. Cancellations will be accepted; however, **NO REFUNDS WILL BE MADE AFTER AUGUST 1, 2017. PAYMENTS WILL ALSO BE ACCEPTED USING DEBIT OR CREDIT CARDS.**

NO ANIMALS, EXCEPT SERVICE ANIMALS WILL BE ALLOWED IN FESTIVAL AREA!THIS INCLUDES VENDORS!

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The Lessor, The Riley Festival Association, Inc. DBA, Riley Festival, shall not be responsible for any injury or loss of items that arise or come to the lessee or his employees or personnel or his goods from any cause whatever while said premises are being occupied under this agreement.

If a vehicle is brought into the Festival area during Festival hours, the vendor will not be invited back the next year.

I have read, understand and will comply with all provisions and policies of this application. I understand that any violation may result in my dismissal with NO REFUNDS.

*****THE VENDOR AGREES TO KEEP ALL MERCHANDISE AND SOLICITATIONS WITHIN THE BOOTH SPACE. VENDORS WILL NOT BE MOVED TO ANOTHER SPACE ON SET-UP DAYS.*****

LESSEE SIGNATURE(s)_____

*****The Riley Festival Association is not responsible for fees associated with insufficient funds charges, or any fees associated with PayPal rejected items or disputes.*****

FORM MUST BE COMPLETED IN FULL AND SIGNED OR IT WILL BE RETURNED.

PLEASE RETURN THIS FORM and ENTRY FEE TO:

**Riley Festival
312 E. Main St., Ste. C
Greenfield, IN 46140**

Riley Festival Phone: 317-462-2141. E-mail: info@rileyfestival.com

Riley Festival Web Site: www.rileyfestival.com

THIS ENTRY FORM IS NOT TRANSFERRABLE

PLEASE TAKE NOTICE OF THE ADDITIONAL ELECTRIC SERVICE REQUIREMENTS PAGE

**ELECTRIC SERVICE REQUIREMENTS:
EFFECTIVE FOR 2017 RILEY FESTIVAL**

CRAFT AND OTHER BOOTHS : ~~~THIS PERTAINS TO YOU

(VENDORS REQUIRING 120v PLUG IN HOOK-UP)

- 1. 120V electric service supplied by the City (one plug in per booth)**
- 2. 50 ft 3-prong extension cord in good safe shape (no repairs or damage)**
- 3. Surge protector inside booth (optional)**
- 4. “Maximum” load hook-up 15 amps per booth**
- 5. No electric heaters.**
- 6. Greenfield Power & Light has the right to refuse to hook up unsafe electric services.**