

## 79<sup>th</sup> Annual Irvington Halloween Festival Street Fair Vendor Rules

1. Potential vendors must fill out a vendor application. All applications must be turned in by the deadline of July 1, 2025.
2. A \$15 application fee will be required at the time of vendor application submission. This fee is nonrefundable.
3. Vendors moving forward to the Street Fair will be notified on July 15, 2025. Full vendor fees must be paid in full no later than August 29, 2024. The Irvington Halloween Festival Planning Committee reserves the right to automatically reject vendor applications if payment is not received, in full, on or before this date. Vendor Fees are as follows:
  - a. Non-Profit: \$150 with proof of 501c3 Form
  - b. Arts & Crafts Vendors: \$225
  - c. Other groups and businesses: \$400
  - d. Food Booths: \$400
  - e. Food Trucks: \$500
  - f. Concession Trailer: \$600
  - g. Alcohol Vendors: \$600
4. All booths are rented in 10' x 10' increments. No partial booths are available. We will no longer be offering multiple booths to vendors. You must be able to fit inside of a single 10' x 10' booth space. If you need an accommodation for a second booth, due to disability, please reach out to the vendor director email.
5. All vendors selling alcohol must contact the festival directly to discuss their application. The number of vendors selling alcohol will be strictly limited and will include only Indiana craft beer and wineries. No hard spirits are allowed at Festival events. Food trucks and other vendors are not allowed to sell alcoholic beverages
6. On or before September 14, 2025, all vendors will receive a check in time and their assigned booth location. Check-in runs from 5:00 am to 8:00 am on the day of the Irvington Halloween Festival Street Fair. Load-in time is 6:00 am - 8:30 am. This time is determined by the Irvington Halloween Festival Planning Committee based on booth location and the Planning Committee's established procedures for getting every vendor set up in a timely and efficient manner. Vendors are required to comply with these check-in times and no requests for an earlier or later check-in will be considered. These times are subject to change up to the day of the festival. Vendors will be alerted in writing if changes occur.
7. The Irvington Halloween Festival Planning Committee reserves the right to accept or reject any vendor from the festival. In the event that the Irvington Halloween Festival Planning Committee refuses a vendor application, the \$15 vendor application fee will remain nonrefundable and will not be returned to the applicant.
8. This is a one-day event with no rain dates or refunds, except in the very specific case listed below.
9. Vendors may not sublet or give space to another party without prior written permission from the Irvington Halloween Festival Planning Committee.

10. Political candidates and parties will no longer be permitted as vendors or vendor-sponsors of the Street Fair. Please see information on sponsorship for further information on opportunities to support the festival.
11. If a vendor applies and is accepted to the Irvington Halloween Festival Street Fair, and then withdraws to join another vendor event held within the confines of the Irvington Historic District (within the borders of 10<sup>th</sup> St, Emerson Ave, Edmondson Ave, and Brookville Rd) anytime from October 18-25, 2025, the festival planning committee reserves the right to ban that vendor from the Street Fair for up to 3 years. This ban may occur regardless of whether the vendor has paid for their space within the Street Fair or not.
12. Only food vendors are approved to serve consumables of any kind at the Irvington Halloween Festival. Food vendors will be required to have a current Marion County Food license. A copy of this license and the vendor's liability insurance policy must be provided to the Irvington Halloween Festival Planning Committee at the time of the final payment for the full booth rental fee (August 30, 2025).
  - a. For further requirement for the license, please refer to the food license rules published by the Marion County Health Department
13. Vendors must comply with all fire, health safety, and other applicable laws, which include but are not limited to the following. These rules are merely some of the *examples* vendors must abide by, and believed to be an accurate depiction of current regulations. However, laws and regulations are subject to change, and it is the sole responsibility of the vendor to ensure that they are following the applicable laws and regulations. Nothing in the below rules are meant to construe any sort of limitation on the legal requirements of vendors to follow appropriate laws and regulations, or to impose about the Irvington Halloween Festival Planning Committee a duty to convey any changes in those laws or regulations.
  - a. All food vendors must have an appropriate fire extinguisher in the booth. (Most vendors are required to possess a 2A:10B:C fire extinguisher, but if you are cooking a 2A:40B:C fire extinguisher is required)
  - b. No space heaters will be allowed in the booths
  - c. All tanks (helium, compressed air, LP gas, etc) must be safely restrained or immobilized.
14. Vendor setup will be confined to the 10' x 10' booth space assigned to each vendor.
15. Vendors are required to keep their booth space and area surrounding it free of litter and trash at all times, including upon their departure. All refuse must be disposed of properly upon departure from the festival. Vendors must remove used cooking oils and grease when they depart from the festival.
16. Vendors must provide all items and utility services needed for the booth. Tables, chairs, canopies, and other supplies will not be provided. Electricity will no longer be provided by the festival.
17. Vendors may not use any public address or loudspeaker systems.
18. The Irvington Halloween Festival Planning Committee reserves the right to require the removal of any advertising or merchandise considered to be offensive to the family

nature of this event, including but not limited to the use of profanity, nudity, or hate speech.

19. Vehicle access for event teardown will be allowed only from 5:30 pm - 6:30 pm, following the street fair. Staff may adjust this timing depending on the number of people still in attendance at the close of the event. No vehicle access will be allowed from the end of the set-up until 5:30 pm.
20. The Irvington Halloween Festival Planning Committee reserves the right to refuse any vendor representing franchised or direct sales products. If an application and associated fee for completed, this fee remains non-refundable. Decisions made by the Irvington Halloween Festival Planning Committee and/or the Historic Irvington Community Council are final and non-negotiable.
21. The Irvington Halloween Festival receives numerous applications from local businesses, such as banks, credit unions, home repairmen, realtors, and other businesses. We also receive sponsorship from businesses of these same types. Given the limited space for vendors, the Irvington Halloween Festival Planning Committee reserves the right to refuse businesses seeking booth space if similar business are also sponsors. Businesses can guarantee placement in the Street Fair by becoming a sponsor.
22. The only way for a vendor to choose their specific booth location is to become a Halloween Festival Sponsor at the \$2500 level and above. All other vendors will be assigned to a booth location determined by the Irvington Halloween Festival Planning Committee. The Irvington Halloween Festival Planning Committee reserves the right to change booth locations as needed.
23. Vendor rules may change. Vendor is responsible for knowing, understanding, and complying with the rules that are establish and available on the day of the street fair.
24. The Irvington Halloween Festival Planning Committee and/or the Historic Irvington Community Council shall not be liable for any damage either to person or property, sustained by the vendor or by any other persons, due to the leased space or any part thereof becoming out of repair, or due to any accident or incident occurring on or about said leased space, or due to any act or neglect of any other vendor, or of any other person. This provision shall apply especially, but not exclusively, to damages caused by the large number of attendees, crowding, fire, water, hail, snow, frost, steam, sewage, sewer gas, odors, bursting or leaking of pipes or plumbing works, or other acts of God. If any such damage shall be cause by acts or neglect of the vendor, the Historic Irvington Community Council, at its own exclusive option, repair such damage, and the vendor shall reimburse the Historic Irvington Community Council for any amount expended on such repair. Vendor further agrees that all personal property upon the premises belonging to the vendor or any other person shall be at the risk of the vendor only and that the Historic Irvington Community Council shall not be liable for any damages thereto or theft thereof.