



113 South Johnson Street * P.O. Box 2 * Bluffton, IN 46714

Phone 260-824-4351 * Fax 260-824-4351

E-mail: office@blufftonstreetfair.com

Website: www.blufftonstreetfair.com

INDUSTRIAL TENT INFORMATION

This page is only for informational purposes. Vendors interested in participating must fill out an Industrial Tent Space Request Form and submit via the email listed above. A contract will then be issued upon approval of the Chairman. Please see the Website for upcoming fair dates.

Booth Fee

The minimum amount of space rented is 10 ft. Additional Feet can be rented in 10 ft increments.

Businesses are \$20 per frontage foot

Not for Profits are \$15 per frontage foot (Tax ID required)

Electric

Hookup and Consumption Charge of \$25.00.

All cash & check payments are to be made payable to "Bluffton Free Street Fair" at the PO Box address above. Invoicing via email is possible but there will be a 3% Online Servicing Fee added.

Each exhibitor will be subject to the following regulations:

1. Display setup may begin on Monday of the week of the fair. There shall be no dismantling of displays before 10:00 p.m. on the Saturday of the week of the fair. All display material and personal property is to be removed by 11:59 p.m. Saturday. The dismantling of the tent begins at Midnight.
2. The Bluffton Free Street Fair Assoc. is not responsible to maintain or man the booth/display during open hours. The exhibitor shall be responsible for its display and operation. Suggested open hours are from 10:00 a.m. to 10:00 p.m. The vendor can be open as much or as little as they deem appropriate; be advised it is helpful to post the hours a person will be at the booth for the Public to see.
3. The Bluffton Free Street Fair Assoc. will furnish a qualified guard from 10:00 p.m. to 10:00 a.m.
4. Exhibitors will not move tent in any way. Raising of tent poles or displays touching roof of tent are strictly prohibited. There is to be no mutilation of tent or other displays. Damage to tent will be the responsibility of exhibitor.
5. Center aisle width shall be no less than 5 feet from each side of center poles. No part of the display shall protrude or overhang center aisles. Booth space is approximately 10 feet x 10 ft.
6. Any vehicles used in transporting or carrying display materials may **temporarily be parked in fire lanes for unloading only but must be attended by a licensed driver at all times!**
7. Any refund for cancellation will be at the discretion of The Bluffton Free Street Fair Assoc.
8. **ALL EXHIBITORS SHALL CARRY LIABILITY INSURANCE IN AN AMOUNT OF AT LEAST ONE MILLION DOLLARS (\$1,000,000) WITH THE BLUFFTON FREE STREET FAIR ASSOC., INC. ADDED AS ADDITIONAL INSURED, AND FURNISH PROOF OF SAID COVERAGE TO THE FAIR OFFICE BEFORE SETUP CAN BEGIN.** The Fair Assoc. shall not be responsible for any accidents occurring as a result of any exhibitor's operation of said booth or concession and exhibitors agree to indemnify The Fair Assoc. against any such liability and expense, including attorney fees and costs.
9. The Bluffton Street Fair can guarantee only as much space as last year. However, if you need more space, please submit a new Space Request Form. – extra space will be allocated on a first come basis.
10. **There is to be NO SUBLETTING of space by exhibitors.**

ALL EXHIBITORS SHALL BE RESPONSIBLE FOR COMPLIANCE WITH THE PROVISIONS OF CHAPTER 24 OF THE INDIANA FIRE CODE AS ENFORCED BY THE STATE FIRE MARSHALL OFFICE.

The Industrial Tent Chairman is Tim Simpson, you can call him with any questions at (260)273-9579. All decisions by the Board are final.