



2024 Artisan Vendor Application  
Saturday, Sept. 21, 2024

Contact Full Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Facebook/Website: \_\_\_\_\_

Description of items to be sold: \_\_\_\_\_

If bringing a trailer, please provide dimensions: \_\_\_\_\_

If you were a 2023 vendor, please provide your previous booth number: \_\_\_\_\_

Vendor booth pricing:

\_\_\_\_ Early Bird Fee - \$75 (Deadline: March 29)

\_\_\_\_ Artisan Vendor Fee - \$100 (Deadline: July 1)

\_\_\_\_ Artisan Vendor Late Fee - \$125 (After July 1)

I certify that all information provided in this application is correct, and that I have read and agree to abide by the 2024 Sunflower Fair Rules and Regulations.

I agree to conduct myself in a professional manner with respect to my neighbors, volunteers, customers and the City of La Porte. I fully understand that should the officials of the 2024 Sunflower Fair find fault with my product or conduct, it is my responsibility to correct it or vacate the premises without refund or incident.

I agree to indemnify and hold harmless the City of La Porte and its employees, volunteers, and private property owners from any loss or liability that may arise as a result from my entry in the Fair.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

In addition to completed application, please submit vendor application fee and 3-5 product/display photos. Applications without photos will be discarded. All vendor applications will be reviewed for eligibility by a review committee. Any vendor who cannot be accepted will be refunded.

Mail Application, Fee & Photos to:  
La Porte Civic Auditorium  
1001 Ridge St.  
La Porte, IN 46350

For more information, contact:  
Brett Binversie  
(219) 362-2325  
bbinversie@cityoflaportein.gov



## 2024 Rules & Regulations: Artisan Vendors

A completed and signed application, which is required to be considered for admittance to the 2024 Sunflower Fair, indicates that the vendor has read and agrees to abide by these Rules & Regulations. Please read this document thoroughly before submitting your application. Questions or concerns? Contact Events Director Brett Binversie at 219-362-2325 or [bbinversie@cityoflaportein.gov](mailto:bbinversie@cityoflaportein.gov).

### Location & Time:

Saturday, Sept. 21, 2024: 8 a.m. to 4 p.m.

Artisan Vendors will be assigned booth spaces along Michigan and Jefferson avenues.

- Vendors are required to be open from 8 a.m. to 4 p.m.
- The fair is held rain or shine. Failure to abide by this requirement may result in ineligibility for future fairs.
- Early tear-down is NOT permitted. The fair closes promptly at 4 p.m.

### Set-Up:

- Set-up occurs between 6-7:30 a.m. on Saturday, Sept. 21.
- Vehicles must be moved out of fair area by 7:30 a.m.
- Finalized booth assignment and set-up instructions will be emailed by Sept. 10, 2024.
- Vendor vehicles may be parked on any legal street out of the fair area or in the parking lots of Lincoln Elementary School at Harrison and Clay streets. Handicap parking is NOT guaranteed.

### Rules & Regulations:

- No power is available for artisan vendors.
- There is no guarantee of exclusivity of your product line.
- You are expected to be present and provide your product the entire time of the fair.
- All exhibitors are responsible for collection of their own sales tax.
- Exhibitors are responsible for their own booth set-up including tables, chairs and display items. All items must fit entirely inside the designated 10' x 10' space.
- Lessee will maintain and show proof of liability insurance in a minimum amount of \$1,000,000 aggregate, \$500,000 per occurrence and the City of La Porte further held harmless and named as an additional insured for any act or occurrence resulting from the vendor, its employees, agents or assigns. A copy of the policy shall be provided to the Event Director.
- Application fee is not refundable.