



2024 Food 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: _____

Submit completed application and payment of \$125 by August 16, 2024.

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

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: Food 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.

Location & Time:

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

Food Vendors will be assigned booth spaces along Michigan Ave.

- 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:

- Electrical power is available for food vendors, but applicant is required to bring their own 12 gauge extension cord (100 feet or more).
- 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.
- Dumpsters will be available. Vendors are responsible for the cleanup of assigned booth area and disposal of your own trash. Failure to do so may result in ineligibility for future fairs.
- 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.