



2017 Indiana Dunes Birding Festival Vendor Policies, Information and Application

Dunes Migration Marketplace
May 6, 2017. 10am-4pm
Indiana Dunes Tourism Visitor Center
Chesterton, IN

Vendor Policies & Information

Thank you for your interest in vending at the 3rd annual Indiana Dunes Birding Festival. Please carefully read the information below, and then follow the instructions for the application.

About the Indiana Dunes Birding Festival (IDBF): The Indiana Dunes Birding Festival is an event designed to celebrate the dunes area's rich biodiversity and bird watching opportunities to create a positive impact on the economic, conservation, and environmental education for visitors and residents to the Indiana Dunes region.

As part of the festival, we have a vendor and educational exhibit area on the Saturday of the festival. "The Migration Marketplace" offers quality products and exhibits related to birding, natural history, and outdoor pursuits. We are committed to minimizing the environmental impact of our festival, and would like to see this reflected by vendors and exhibitors. We will assign booth space on a first-come, first-served basis, and IDBF will review all vendor applications and make a determination of appropriateness.

Vending Space: Each booth costs \$50.00. Booth space is approximately 10'x10,' and will be located at IDBF headquarters, the Indiana Dunes Tourism Visitor Center, 1215 N SR 49, Porter, IN. Booth spaces are inside in 2017. IDBF will provide vendors with contracted square footage. A single table and two chairs will be provided. The area near the marketplace has abundant parking. Vendors may pull up to the headquarters doors to unload/load before and after the event.

Rules and Regulations: No Vendor shall assign or share vendor space without the written consent of IDBF. All vendors shall conduct business in accordance with all laws and highest standards of business ethics. Alcoholic beverages of any kind are prohibited. Smoking is not allowed on the premises.

Security: IDBF will exercise reasonable care for the protection of the Vendor's materials and displays, but the Vendor assumes all obligations of risk or loss at all times.

If you have any questions about our event or this contract, please contact:

Brad Bumgardner, IDBF Chair
Indiana Dunes State Park
1600 N 25 E
Chesterton, IN 46304
Phone: 219.926.1390
Email: BBumgardner@dnr.IN.gov



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Chesterton, IN**

Vendor Application

Application is due by Friday, April 15th, 2017. Booth fee will be due upon notice of application approval and assignment of booth space.

Company Name: _____

Contact Person: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone: _____ **Alt. Phone:** _____

Email: _____

Web site: _____

Description of Products:

Please provide Indiana Dunes Birding Festival with a digital photo of your product(s) and/or business logo for our website. You can send images to info@indunesbirdingfestival.com.

Booth Space:

- I am a food vendor.
- I require more than a 10'x10' space (double booth).

Explain: _____

Additionally:

() I am interested in becoming an Indiana Dunes Birding Festival sponsor. Please send me information regarding sponsorship levels and donor incentives. In-kind donations of \$200 or more qualify for Northern Cardinal level sponsorship.

() I am interested in donating an item (value of \$20 or more) for use in the silent auction at the keynote event on Saturday, May 7th. (It can be displayed for the public to see and to promote your business).

Description of item:

Deadline for vendor application is Friday, April 15, 2017. You will be notified of the approval of your application by email shortly after submission.

Payment: \$50.00 per booth space (to be paid upon application approval). The booth fee of \$50 will be due when you receive notice that your application has been accepted. We can arrange for check or credit card payment. If we don't hear from you or receive payment within 2 weeks of the approval notification, the offer of participation will be cancelled.

Liability and Indemnities: The Vendor agrees to indemnify and hold harmless IDBF, its appointed and elected officials and volunteers while acting within the scope of their duties as such, from and against all claims, demands, loss, or liability of any kind and character, including costs of defense, arising out of or in any way connected with the Vendor's use of the facilities specified in this agreement.

The Vendor, named above, agrees to read and follow the rules and regulations of this entire agreement. This agreement is legally binding between the Vendor and IDBF, according to the terms and conditions specified herein upon written acceptance by IDBF. This constitutes the entire agreement between the Vendor and IDBF and no other agreements would be deemed to exist or binding upon either party. Any and all changes to this agreement must be in writing and approved by the IDBF. IDBF reserves the right to cancel this agreement at any time for any reason.

Signature of Vendor (digital signature accepted)

Date

Please scan and email your signed application to info@indunesbirdingfestival.com, or mail to: Indiana Dunes Birding Festival, 1600 N 25 E, Chesterton, IN 46304.