



2024 Griffith Country Market Vendor Application/ Agreement

- Dates:** June 28th & June 29th
- Location:** Central Park: 600 N Broad St. Griffith, IN 46319
- Event Hours:** 4:00pm- 11:00pm
- Weather:** RAIN OR SHINE- Vendors who fail to show due to weather, without a proper 24-hour cancellation of the market, will be marked as a "no show."
- Set-up:** Set-up begins at 1:30pm, unless otherwise notified. **Vendors must be set-up by 3:30 pm and all vehicles must be out of the park by 3:15pm.** Vendors are asked to park on either Pine Street or Oak Street. Please leave Broad Street open for market patrons. Due to the safety of the market patrons and children, **no vehicles may enter or leave the park between the hours of 3:15PM-10:00PM.**
- Tear-down:** Vendors may begin tear-down no earlier than June 29th at 10:00pm. Depending on the size of the crowd, vendors may leave early upon approval from the Market Manager. **Vendors located in the North lawn by the main stage, must stay until the bands have finished. Music may be extended to 10:30 or 11:00pm at times.**
- Payment:** Cash, checks, or credit cards (3% transaction fee) will be accepted at Griffith Town Hall. On-site payments **will not** be accepted. Payments must be made at the Clerk Treasurer's Office located in Griffith Town Hall 111 N Broad Street Griffith, IN 46319
- Selection:** Applications will be reviewed by the Griffith Country Market Committee on an individual basis. ***Exclusivity of your product is not guaranteed. The market will be bringing in new vendors in which products may be duplicated.***
- Health Permit:** A permit from the Lake County Health Department is required and booths will be subject to inspection. No vendor will be allowed to set-up without a health permit. ***A copy of the Lake County Health Permit must be submitted with the application and payment. Your permit should read "Griffith Country Market June 28th & 29th."** If you have questions pertaining to the Health Department, please contact them at 219-755-3667



2024 Griffith Country Market
Vendor Application/ Agreement

Business/Organization: _____

Authorized Representative Name: _____

Mailing Address: _____

Cell Phone: _____ Email: _____

***FOOD VENDORS**

Will you be driving in a food truck, pulling your trailer in, or working in a tent? Truck Trailer Tent
Length of truck/trailer: _____ Which side do you serve out of? Passenger Driver

*If your truck/trailer is 12ft., 14ft., etc... please select 10x20 space; 22ft., 25ft., etc... please select 10x30 space. Trucks/trailers will be measured, and additional fees will apply if space is underestimated.

Description of item(s) to be offered: _____

FOOD VENDOR FEES

CRAFT VENDOR/PRE-PACKAGED FOOD FEES

**** Note each day includes one 20 amp or 50-amp connection. There will be a charge for additional electric.**

1 Day

- 10x10 - \$100
- 10x20 - \$125
- 10x30 - \$150

1 Day

- 10x10 - \$100
- 10x20 - \$125
- 10x30 - \$150

2 Days

- 10x10 - \$150
- 10x20 - \$175
- 10x30 - \$200

2 Days

- 10x10 - \$150
- 10x20 - \$175
- 10x30 - \$200

All vendors will be renting the spaces checked above from the Town of Griffith. The space only includes the land/real estate specified in Central Park. Vendors are responsible for their own setup and equipment. If incorrect space is selected, vendors may be moved on the day of event to an alternate spot.

Electric Fees (for additional services)

One Day: — 20 amp 110v **\$25** per 20amp — 30 amp 220v **\$50** per 30amp _____ 50 amp 220v **\$75** per 50amp

Total Electric: \$

Item	Quantity	Estimated Amps
Freezers		
Refrigerators		
Warmers		
Crock pots		
Burners		
Lights		
Mixers/blenders		
Fans		
Other		
Other		
Other		

If electricity equipment is underestimated, the Town of Griffith is not liable for insufficient power supply and additional fees WILL APPLY. *No generators allowed.

Total Amount Due: \$ _____

Please make checks payable to *Town of Griffith*. In memo section write *Country Market Vendor*

The following items must be submitted in order to be considered for the Market. Incomplete applications will not be considered or processed until all materials have been submitted.

- Application properly filled out with signature
- Copy of Lake County Health Permit - WILL BE REQUIRED UPON ACCEPTANCE
- Payment - WILL BE REQUIRED UPON ACCEPTANCE

Please return completed application and health permit to:

centralmarket@griffith.in.gov

Or return above with payment to:

Town of Griffith
111 N Broad St
Griffith, IN 46319

2024 Rules and Guidelines - *The Griffith Country Market:*

- ___ Will be open Friday June 28th & Saturday June 29th from 4:00pm – 11:00 pm. Please be aware that setup for other events may take place during Market hours. We will make every attempt to communicate the information with you and hope that by working together we can maintain continued success for all.
- ___ Will offer handmade wares, but non-craft and independent vendors will be considered.

Attendance:

- ___ The success of the Market is dependent on the consistent attendance of all scheduled vendors. In order to plan and successfully promote the Market, vendors are expected to communicate any anticipated absences 24 hours in advance. Absence without 24-hour advance communication is a no-show. Your permit may be revoked without refund for the remainder of the 2024 Market season for excessive no-shows.
- ___ The Market will be open rain or shine unless severe weather conditions exist. Your attendance is expected and required, even on rainy days. Vendors who fail to show due to weather, will be marked as a "no-show."

Vendors:

- ___ Must submit a signed application form, payment, and receive approval in advance of your participation in the Market.
- ___ May only sell items listed on their application.
- ___ Spaces will be assigned by the Market Manager.
- ___ The Market Manager or designee will direct parking for all vendor vehicles used to transport goods to the Market.
- ___ Subject to availability, electricity will be provided on a first come, first serve basis to vendors that have paid for it. All uses of electricity must be preapproved by the Market Manager or designee. Vendors are responsible for extension cords and taping down the cord to prevent tripping hazards.
- ___ Vendors who fail to arrive by 3:00pm will not be allowed to set-up that day as customers arrive early. Set up may begin no earlier than 1:30pm (unless pre-approved) and vendor vehicles must be out of the park by 3:15pm.
- ___ Must be present for 7 hours-4:00pm to 11pm. The Market will close at 11pm. No early tear downs will be permitted unless approved by the Market Manager. Vendors located in the North lawn by the main stage, must stay until the bands have finished. Music may be extended to 11:00 or 11:30pm at times.
- ___ Are responsible for obtaining and having available any required State or local Board of Health permits or certificates.
- ___ Must provide their own canopy, weights, tables, and chairs. A canopy/tent is required.
- ___ Are responsible for leaving their area clean and taking away trash. Failure to do so will result in a fine of \$50.00 per violation.
- ___ No soliciting or placement of signage for other events or businesses other than your own, unless approved by the Market Manager or designee.
- ___ No music or live entertainment is permitted unless provided by the Market Manager.

_____ Are responsible for the disposal of cooking grease off site. Fines and penalties for violation of the Town of Griffith ordinances will apply. In addition, penalties of \$100.00 will be assessed for a first violation. If a vendor is in violation a second time, a penalty of \$250.00 will be assessed, vendor will surrender their contract space for the duration of the Market season, and vendor will forfeit all permit payments.

_____ **In the event that the market is cancelled due to circumstances beyond the control of the Town of Griffith, paid fees will not be refunded. In the event of a government shutdown, payments will be applied as a credit for future events.**

Please CHECK the dates that you are available to attend.

JUNE 28TH	JUNE 29TH

INDEMNITY AND HOLD HARMLESS AGREEMENT

I agree that I have read the 2024 Griffith Country Market rules and guidelines and that I will abide by them. I agree to hold harmless and indemnify the Town of Griffith, its subsidiaries, agents, and assigns from any and all liability due to damage and/or theft of my/our merchandise, goods, and wares, or for any personal injury to myself or to any person of whatever nature or cause. This agreement pertains to any and all damage, harm, vandalism, and the like. Additionally, this agreement pertains to all claims, suits, actions, debts, and costs, charges and expenses, or damages of any nature arising from activities under this contract, including loss predicated on active or passive negligence by the Town of Griffith, its subsidiaries, agents, and assigns.

I agree to participate in the event according to the rules set forth by the Griffith Country Market. I further understand that any illegal dumping (INCLUDING GREASE) is a violation of Griffith town ordinance and will result in citations. ALL applications are subject to final approval.

Signature: _____ Date: _____

For office use

Approved: _____ Denied: _____ Pending: _____