



## PARKS & RECREATION DEPT. VENDOR APPLICATION PACKET 2024 VENDOR EVENTS & DATES

This is our vendor list for outdoor events with the Parks Department for 2024! Please note the **EARLY** and **LATE** registration fees. The late dates are FINAL for 2024. They are set to reflect the time it will take to ensure all applications are processed, the event is mapped, and that vendors get a minimum of 2 weeks' notice on location, set-up times, etc. We have some awesome new events this year and hope to have you out!

### **Mishawaka RETROFEST!**

Saturday, June 15, 2024 | 2:00-11:00 pm

Ironworks Plaza, 230 Ironworks Ave. | Mishawaka, IN 46544

Get ready to TURN BACK TIME at Ironworks Plaza with our second annual Mishawaka RETROFEST. Bands including the 1985 (80's), Fool House (90's) and more playing your favorites from decades past.

#### **Early registration fee ends Friday, April 12, 2024:**

Arts & Crafts: \$90 | Retail: \$108 | Commercial & Networking: \$108 | Non-Profit: \$63

#### **Late registration fee ends Friday, May 10, 2024:**

Arts & Crafts: \$120 | Retail: \$158 | Commercial & Networking: \$158 | Non-Profit: \$83

### **Independence Day Celebration**

Saturday, June 29, 2024 | 3:00-10:00 pm

Central Park, 295 E. Mishawaka Ave. | Mishawaka, IN 46545

Celebrate our Nation's Independence Day with us at our eighth Independence Day Celebration! The day will feature live music, kids' games and activities, food, arts and crafts, a market, and fireworks!

#### **Early registration fee ends Friday, April 26, 2024:**

Arts & Crafts: \$70 | Retail: \$84 | Commercial & Networking: \$84 | Non-Profit: \$49

#### **Late registration fee ends Friday, May 24, 2024:**

Arts & Crafts: \$100 | Retail: \$134 | Commercial & Networking: \$134 | Non-Profit: \$69

### **End of Summer Celebration**

Monday, August 26, 2024 | 5:00-8:00 pm

Battell Park, 301 W. Mishawaka Ave. | Mishawaka, IN 46545

Our last Summer Concert Series in Battell Park will see the entire Bandshell turned into a celebration of the last days of the season, complete with food and beverage trucks, vendors, and of course, plenty of groovin'.

#### **Early registration fee ends Friday, June 21, 2024:**

Arts & Crafts: \$30 | Retail: \$36 | Commercial & Networking: \$36 | Non-Profit: \$21

#### **Late registration fee ends Friday, July 26, 2024:**

Arts & Crafts: \$60 | Retail: \$86 | Commercial & Networking: \$86 | Non-Profit: \$41

### **Country Fest**

Saturday, October 5, 2024 | 2:00-9:00 pm

Ironworks Plaza, 230 Ironworks Ave. | Mishawaka, IN 46544

Put on your cowboy boots and join the Parks Department and B100 for our second annual Country Fest. Come down to Ironworks Plaza for an evening filled with all things country.

#### **Early registration fee ends Friday, August 2, 2024:**

Arts & Crafts: \$70 | Retail: \$84 | Commercial & Networking: \$84 | Non-Profit: \$49

#### **Late registration fee ends Friday, August 30, 2024:**

Arts & Crafts: \$100 | Retail: \$134 | Commercial & Networking: \$134 | Non-Profit: \$69

## **Winterfest**

Saturday, December 7, 2024 | 5:00-8:00 pm

Ironworks Plaza, 230 Ironworks Ave. | Mishawaka, IN 46544

Join Mishawaka Parks and Recreation as we celebrate the opening of our skating rink for the season. The event features free ice skating, Santa, and a variety of winter-inspired outdoor activities.

### **Early registration fee ends Friday, October 4, 2024:**

Arts & Crafts: \$30 | Retail: \$36 | Commercial & Networking: \$36 | Non-Profit: \$21

### **Late registration fee ends Friday, November 1, 2024:**

Arts & Crafts: \$60 | Retail: \$86 | Commercial & Networking: \$86 | Non-Profit: \$41



# PARKS & RECREATION DEPT. VENDOR APPLICATION PACKET 2024 VENDOR INFORMATION & RULES

## **HOMEMADE ARTS & CRAFTS**

All entries must be the original work of the artist/crafter renting the space. Purchased, pre-made merchandise or utilizing pre-made merchandise to make an item is considered a retail product and is not permitted under this category. **Kits, molded items, commercially manufactured goods, resale items, antiques, plants or any mass-produced good are NOT allowed in this category.**

## **RETAIL**

All entries must be products bought and sold from outside sources. These items are not handmade by the vendor. Weapons of any kind, any merchandise related to drugs, drug usage and/or drug paraphernalia, inappropriate or suggestive language, photos, drawings, etc. are not permitted to be displayed or sold.

## **FOR PROFIT, COMMERCIAL & NETWORK MARKETING**

Commercial businesses and Network Marketing vendors that support the community and provide family-friendly products are considered. Booths that provide activities, interaction with families or demonstrations are encouraged. Vendor is solely promoting a business, and will have no products for sale.

## **NON-PROFIT**

Organizations must have an IRS Tax Exempt {501(c)3} status and will be required to submit documentation at the time of submitting the application.

## **ALL VENDORS**

### **Applications for Entry**

Complete and return the Vendor Application Packet via mail or drop off at the Mishawaka Parks and Recreation Dept. Office located in the Battell Community Center at 904 N. Main St., Mishawaka, IN 46545. Cash, check, card, or money orders accepted. Checks and money orders made payable to the City of Mishawaka. Payment is due at the time of applying for event.

### **Check-in & Set-up**

Check-in and set-up times will vary at each event. A Park Representative will contact you prior to the event for details. Typically, vendors will have 2 hours prior to the start of the event to set-up, unless otherwise indicated.

### **Booth Space**

All booth set-up and items need to be **INSIDE** the 12'x12' area provided. All businesses or other activity must be conducted within the designated rental area only. No distribution, canvassing, flyers, nor vending of any kind by strolling through the festival. **Tents must be weighted and not staked down into the ground, due to the irrigation systems.**

### **Closing & Tear Down**

Closing and tear down times will vary for each event. A Park Representative will be in contact with you prior to the event for details. Typically, tear down cannot begin until after the end of the event, unless otherwise indicated or arranged.

### **Parking**

Parking is limited, and is first come, first serve. After unloading and setting up, vehicles must be moved to the designated parking areas outside of the festival.

### **Refunds**

Application fees received from accepted vendors are **non-refundable, no exceptions.**

### **Weather**

All of these events are outdoor events. In the case of inclement weather, a decision will be made to either cancel or postpone the event. A minimum of a 48-hour weather check-in email will be sent out. However, the weather can change at any moment. Please be sure to check your emails the day of the event. Refunds are not awarded for weather cancellations.

**\*Note: Maximum of two (2) similar Retail, Commercial & Network Marketing vendors will be accepted.\***



**PARKS & RECREATION DEPT.  
VENDOR APPLICATION PACKET 2024  
VENDOR APPLICATION**

Business/Booth Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ Contact DOB: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Email: \_\_\_\_\_ Website: \_\_\_\_\_

**Indicate which festival group you are participating in.**

Event	Homemade Arts & Crafts	Retail	Commercial & Network Marketing	Non-Profit
Mishawaka RETROFEST				
Independence Day Celebration				
End of Summer Celebration				
Country Fest				
Winterfest				

Arts & Crafts and Retail Vendors: Describe in detail the items you wish to sell at the selected events: \_\_\_\_\_  
 \_\_\_\_\_

Commercial & Network Marketing, Non-Profit Vendors: If providing a service, demonstration or activity, provide a description of your booth's activity, service or demonstration planned: \_\_\_\_\_  
 \_\_\_\_\_

**Application & Rules Agreement**

I have read and will comply with the rules of the Mishawaka Parks Department and I will comply with all applicable laws. By signing, I understand that any Arts & Crafts vendors selling items not made by them will be asked to leave the festival with no refund of space rental fee. I understand that any Retail vendor selling items not listed in original application will be asked to leave the festival with no refund of space rental fee. I understand that any Commercial or Network Marketing vendor selling any type of item or service will be asked to leave the festival with no refund of space rental fee.

Vendor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Release & Indemnification Agreement**

For and in consideration of the City of Mishawaka allowing the person applying to participate in the Mishawaka Parks and Recreation Dept. Special Events in 2024, the participant hereby releases and agrees to indemnify and hold harmless the City of Mishawaka, Indiana, the Mishawaka Parks Dept., and their agents, employees and officials from any and all actions, causes of action, claims, damages, demands, judgements, executions, costs, expenses, including: attorney fees, and all other claims for damages whatsoever which may hereby be made, instituted, filled or recovered against the City of Mishawaka, Indiana, the Mishawaka Parks Dept., their agents, employees, and officials by the undersigned and any other person as a result of participating in this event. The person executing this release is duly authorized to do so on behalf of participant.

Vendor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE ONLY:** Payment Date: \_\_\_\_\_ Invoice#: \_\_\_\_\_ Amount Paid: \_\_\_\_\_