

Winterval Warm Heart Market

VENDOR APPLICATION

Event Date: January 29, 2022 from 12 – 5 pm
Location: Community Center, 233 W. Main Street
Potential vendors are encouraged to return this application
Before or by January 1st, 2022

Please do not send payment with this application*

Mail Completed Application to:

Fort Wayne Parks & Recreation
705 E. State Blvd.
Fort Wayne, IN 46805
Or email Eden.Lamb@cityoffortwayne.org



FORT WAYNE
PARKS AND
RECREATION

Play well... Live well

Name of Business / Vendor: _____

Business Owner: _____ Phone #: () _____

Email Address: _____

Mailing Address _____ City: _____ State: _____ Zip Code: _____

Allen County Department of Health Permits or Licenses (if applicable): _____

Certificate of Insurance (if applicable): _____

Website/ Facebook links: _____

PRODUCTS: Check all that apply. Please list each item you will sell below or attach a list with this application. Please include copies of your applicable permits, insurance, or organic certification. Must be **100% handmade; No re-sale.** Preference will be given to natural, local, and traditional materials and processes. A limited number of vendors will be accepted.

- | | | |
|---|---|-------------------------------|
| <input type="checkbox"/> art | <input type="checkbox"/> jewelry | <input type="checkbox"/> toys |
| <input type="checkbox"/> clothing & accessories | <input type="checkbox"/> paper products | |
| <input type="checkbox"/> decorations | <input type="checkbox"/> personal care products | |
| <input type="checkbox"/> household items | <input type="checkbox"/> other / misc. (describe below) | |

***Detailed description of everything you wish to sell (attach an additional sheet, if necessary):** _____

Do not send payment with this application.

Once you are accepted to the market, you will receive a confirmation letter and payment form.

VENDOR FEES: \$40/BOOTH INDOOR \$20/BOOTH OUTDOOR

Please note: vendor booth rental fee is based on a 10 x 10 space. Additional space is available upon request but is not guaranteed.

RULES & REGULATIONS

- 1.) Applications are subject to approval. You will receive notice of your acceptance/denial via email or postal mail. If accepted we will then notify you for vendor booth fees.
- 2.) Space for vendors is limited. Vendor acceptance and booth location will be determined by Fort Wayne Parks & Recreation Department's market coordinator/s. Booth locations are final and may not be moved on the day-of the sale.
- 3.) Vendors will set-up outside and will need to provide their own table, chair(s) and a canopy, if desired. Electric will not be available.
- 4.) **Sale items are subject to approval.** Fort Wayne Parks & Recreation reserves the right to ask a vendor to cease the sale of any items that are deemed inappropriate or are thought to not be **handmade and/or homemade**. **We do not allow the re-selling of products and will actively enforce this policy.**
- 5.) Desire to sell edible goods. Vendors are responsible for all permits and inspections required by the Allen County Board of Health to safely and legally sell their products and must submit copies of applicable licenses with their application.
- 6.) Please consider the weather when attending the sale (the sale will not be cancelled due to cold/bad weather).
- 7.) You may arrive on-site at 9:30 am in order to check-in and set-up your booth area. Vendors that do not attend the sale will NOT be refunded their booth rental fee.
- 8.) Refunds will not be issued if weather conditions are unfavorable or the event is cancelled.
- 9.) Vendor vehicles must be moved to the designated parking area by 11:45 am.
- 10.) You are responsible for pricing your product(s), arranging payment, deciding what type of payment to accept (check, cash, credit) and having change available for cash payments.
- 11.) Pets are not allowed.
- 12.) Children must be supervised at all times.
- 13.) Fort Wayne Parks & Recreation is not liable for any stolen or damaged property. Please be aware of your belongings and money box, if applicable.

ACCEPTANCE OF RULES & REGULATIONS

By signing below, I understand the Rules & Regulations pertaining to this sale and will be responsible for any damages I may cause to the premises. I will not hold the City of Fort Wayne, Fort Wayne Parks & Recreation Department, or any other park representative responsible for any personal injury, damages, or shortages.

Signature: _____ Date: _____

OFFICE USE ONLY

Date Application Received: _____ Check #: _____ Booth Space: _____

Additional Notes:

Event Details: Celebrate winter with a visit to downtown Fort Wayne! The 11th Annual Winterval promises a full day of indoor and outdoor winter fun for all ages. Watch ice carvers create wonders from a solid block of ice, and enjoy special events at the Botanical Conservatory, the Allen County Public Library, the Old Fort or Science Central. Go for a carriage ride at the Community Center or ice skating at Headwaters Park.