

# 2018 River Towns Festival

Saturday October 6, 2018

Noon to 5:00 p.m.

## VENDOR APPLICATION/PARTICIPATION AGREEMENT

The River Towns Ride and Festival is supported by Delaware City and the New Castle City and will be held on Saturday, October 6, 2018 in both Delaware City and Historic New Castle. This is a free, family-oriented public event.

This is a rain or shine event

No electric or water is available. You must provide all needed tables, power supply, power cords, potable water, cord protection etc. that your operation requires.

We do not guarantee that you are the only vendor of your type.

Type of Space Requested: (check one)     Retail     Artist/Crafter     Informational

Name of Applicant: \_\_\_\_\_

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Daytime #: \_\_\_\_\_ Evening #: \_\_\_\_\_

Cell#: \_\_\_\_\_ Fax#: \_\_\_\_\_

Contact person: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

Please include at least one photo of your craft or art.

Please give details about your items being sold: (Please provide a complete list)

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- River Towns Committee reserves the right to approve or refuse all vendor applications and items for sale.
- All fees are non-refundable unless the Committee rejects your application.
- A standard space is 10x10

Pricing:	First Space	Each additional space
Retail	\$100	\$55
Artist/Crafter	\$50	\$25
Informational Display	\$20	\$10

\*Delaware City and New Castle City based businesses and residents are eligible for a 50% reduction in pricing.

**All vendors will be in Delaware City.**

### Arrival/Set Up

- All vendors are required to check in with the vendor coordinator in each town in order to receive their space confirmation. Check in begins at 9:00 am on Sept 16.
- Vendors are asked to give 24-hours notice if they cannot attend. If an emergency prevents your attendance, please contact Julie Miro Wenger at (302)545-8305 or [jwenger@eventallies.com](mailto:jwenger@eventallies.com)
- Arrival time is between 9:00 a.m. and 11:30 a.m. Vendors agree to be prepared to accept their first customer by 11:45 a.m.

- If a vendor does not arrive onsite by 11:30 a.m., unless otherwise pre-arranged, his/her assigned space will be considered vacant for that day and the River Towns Festival reserves the right to fill vacant spaces with other vendors.
- Vendor agrees to remain open for the duration of the River Towns Festival or until 5:00 p.m. \_\_\_\_\_ (please initial)

**Parking**

- Vendors will be issued a Vendor Parking Pass prior to the event. Vendors must have their vehicles in the designated area no later than 11:30 a.m.
- Please display your parking pass on your dashboard. The event is not responsible for any parking tickets incurred by vendors or customers.

**Spaces**

- The Committee will assign all tents and locations in Delaware City. Vendors are guaranteed their location only when they are present.

**Tents/Display**

- Vendors are strongly encouraged to obtain 10x10 pop-up (EZ-Up) tents as there is no shade/rain protection. All vendors must have weights available in case of strong gusts of wind. Tents with guide/support lines are strictly prohibited.
- All vendors are required to supply their own tables and chairs.
- People knowledgeable of the items for sale must be present in vendor tents at all times.
- Vendors must post signs listing items for sale and their prices.
- Children under the age of 16 will not be allowed to sell unless accompanied by an adult
- Vendors must be dressed appropriately for working with the public.

**General Rules/Code of conduct**

- All vendors are responsible for liability insurance and compliance with any/all requirements of the State of Delaware.
- All items for sale will be marked as such with clear pricing.
- All vendors will display their products in a clean and safe manner.
- At the close of market vendors will clean their immediate area and remove all boxes, packing materials and trash.
- All Vendors will be responsible for the actions of their employees and/or agents.

**INSURANCE WAIVER**

“I understand that Delaware City and the town of New Castle recommend that I carry my own liability insurance while participating in the River Towns Festival. At the present time, I have decided not to carry any insurance. However, I do accept responsibility for any negligence that I may cause.”

Vendor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Submitting Your Application:***

Please fill out application completely including all contact information. Please provide email address if applicable. Mail, fax or email to:

Event Allies  
 Attn: Julie Miro Wenger  
 Phone: 302-545-8305  
 Fax: 302-738-7297  
 307 A Street  
 Wilmington, DE 19801  
 Email: [jwenger@eventallies.com](mailto:jwenger@eventallies.com)

Checks should be made payable to Event Allies

***Hold Harmless and Indemnity Clause***

\_\_\_\_\_ (Vendor Name), its officers, and members shall, through the signing of this document by an authorized party or agent, indemnify, hold harmless and defend the Delaware City and New Castle City and the State of Delaware and their agents and employees from all liability, judgments, suits, costs and actions, including attorney's fees and all costs of litigation of every kind and description brought and rendered against either and, as a result of loss, damage or injury to persons (including death) or property by reason of any act or failure to act by

\_\_\_\_\_ (Vendor Name), its officers, members or employees.

\_\_\_\_\_  
Delaware City

\_\_\_\_\_  
Date