



6th Annual
Lansing Autumn Fest 2018
October 5-7, 2018
 “Bringing the Hometown Back to Lansing”

Market Place Vendor Application
Market Place will be open October 6 & 7, 2018

In an effort to promote and strengthen community spirit, the Lansing Association for Community Events (L.A.C.E.), in cooperation with The Village of Lansing, have come together to host a unique fest October 5th through the 7th. Our 6th Annual Lansing Autumn Fest will take place in beautiful downtown Lansing, at the newly renovated Fox Pointe. In the past, Autumn Fest has drawn approximately 15,000 people and we are expecting a huge crowd to come out and enjoy great food, music and fun again this year.

The organizers are planning a variety of exciting events and entertainment, including food vendors, children’s activities, military tribute and the Market Place. There will also be a beer garden and 2 stages for entertainment throughout the days and evenings. We are expecting to not only attract visitors from Lansing, but from many of the surrounding communities as well.

<ul style="list-style-type: none"> • Market Place Vendor Dates & Times: Saturday, October 6th 10 a.m. – 7 p.m. Sunday, October 7th 10 a.m. – 5 p.m. • Location: Downtown Lansing, Fox Pointe • Publicity: Advertising will consist of announcements in local papers, flyers, and all press releases for the fest. • Set Up: Friday from 5 p.m. - 7 p.m. Saturday from 7:00 a.m. - 9 a.m. • Security will be provided Friday and Saturday night. • Your space assignment, loading & parking information will be provided by September 21, 2018. 	<p>If you are interested in participating, please complete and return the following:</p> <ul style="list-style-type: none"> ✓ Application / Terms of Contract ✓ Rules / Regulations Form ✓ Two photos of your craft or booth products (will not be returned) ✓ Check ✓ Self-addressed stamped envelope only if want your Confirmation Letter sent via US Mail and you do not supply an e-mail address for electronic correspondence <p>Return to: Lansing Autumn Fest-Market Place P.O. Box 176 Lansing, MI 60438</p> <p style="text-align: center;">Please return no later than September 15, 2018.</p> <p>Keep a copy of all forms for your records.</p>	<p>We will contact you with our decision within 1 week of receipt of your application.</p> <p>If you have any questions e-mail, lansing.lace@gmail.com.</p>
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LANSING AUTUMN FEST MARKET PLACE VENDOR APPLICATION

NAME _____
Print Name Signature Date

ADDRESS _____

CITY _____ STATE _____ ZIP _____

TELEPHONE NUMBER _____ CELL # _____

COMPANY NAME _____

EMAIL _____

All correspondence from the Market Place Committee to the Vendor will be sent electronically when an email address is supplied on this application.

CONTACT PERSON _____ FACEBOOK PAGE: Yes No

Set up Date: Friday, 10/5 from 5 pm to 7 pm _____ Saturday, 10/6 from 7:00 am to 9:00 am _____
Vehicle access to your space will only be allowed on Friday night. Saturday set-up must be completed via hand truck or other method.

ITEMS TO BE SOLD: Handmade, Original Craft or Market Items: Attach separate page if more space is needed.

1.
2.
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4.

- All items sold must be approved by the Market Place Committee
- No electricity will be provided
- Vendors may participate with or without a tent
- All generators brought on premise must be battery operated
- Tables and chairs are the responsibility of the vendor
- Tents are set up on asphalt
- Tents must be secured with weights during show

Space Fee:

10' x 10' space = \$75 10' x 20' space = \$125 Check if participating without a tent

Applications and your check or money order, made payable to Lansing Autumn Fest, must be received by September 15, 2018.

Total amount enclosed: _____

Terms of Contract for Market Place Vendors

- Booth Spaces will be assigned in the order that we receive the applications.
- Return all parts of this contract with your payment.
- If a vendor is selling third party goods (Tupperware, Pampered Chef, etc.), only one (1) vendor, selling that type of third party product, will be accepted into the Market Place.
- Vendors will only be allowed to sell items from the above list herein and approved as part of this agreement.
- Items other than those listed above will be required to be removed from site.
- Reservations will only be made upon receipt of an approved completed contract and receipt of the agreed Space Fee.
- The Festival Committee will be the sole arbitrator in all cases.
- Admission and reservation of space provided for by this contract at the festival is a personal privilege not a real property right person; it is only a right of admission for the Vendor to sell his approved wares and products at the Lansing Autumn Fest . The Market Place committee reserves the right to assign the vendor to a like and/or similar size space at any time during the festival.
- This contract is only accepted upon execution by the Market Place Committee and only upon the condition that the Vendor listed above agrees to conduct its business, in accordance with ALL the Lansing Autumn Festival rules and Regulations.
- All booths, structures, or enclosure are only to be of a temporary and/or mobile, or removable nature.
- No booth, structure, or enclosure may be setup or placed on Location at the Festival until the day the Festival Opens.
- Lansing Autumn Fest assumes no responsibility for losses or damage to Vendor's Property, or claims of loss or responsibility by Vendor for lack of sales or attendance.
- This contract/agreement is personal to the Vendor and is not assignable nor may the privilege under this contract be sold or assigned to another principle.
- There is no option or agreement to renew a specific location or contract for any future year or years. Renewal of this contract for any future year is solely in the discretion of the Market Place Committee for the Lansing Autumn Fest, upon receipt of next year's application.

SUBMISSION OF THIS SIGNED APPLICATION AND RULES AND REGULATION SHEET INDICATES THE VENDOR HAS READ AND ACCEPTS ALL TERMS, RULES, REGULATIONS AND PROCEDURES.

**RULES, REGULATIONS AND PROCEDURES FOR
LANSING AUTUMN FEST 2018
Organized and Sponsored by the Fest Committee
PLEASE SIGN BELOW AND RETURN WITH YOUR PAYMENT.**

IN CONSIDERATION FOR ACCPTANCE AS A VENDOR FOR SAID FEST, THE VENDOR HEREBY AGREES TO ABIDE BY THE FOLLOWING TERMS AND CONDITIONS.

Print Name	Signature	Date
1.	All Sponsors and Facilities and each of their respective managers, agents or employees shall not be responsible for any loss or injury to the vendor, its agents or employees for personal injury or any other injury from any causes whatever to the persons or the vendor's business or for damage to or theft of the vendor's goods and or property, included but not limited to vehicles, exhibits, products, equipment and other personal property. The vendor agrees to hold Sponsors and Facilities and each of their respective managers, agents and employees harmless from any such liability arising out of his exhibiting at said show.	
2.	Sponsors and Facilities and each of their respective managers, agents, and employees shall not be responsible for any failure of the vendor to obey Federal, State, or local law or ordinance or for any loss or injury to the public caused by the vendor, its agents, employees or the vendor's display, or products during the show or while the vendor, its agents, employees are on the grounds of the FACILITIES. The vendor agrees to hold SPONSORS and FACILITIES and each of their respective managers, agents, and employees harmless from any such liability arising out of his exhibiting at said fest.	
3.	Sponsor and Facilities provides no insurance on property of the vendor or against the acts or omissions of the vendor, its agents, or employees. All insurance for personal property and public liability must be carried by the vendor.	
4.	Spaces are rented on a first come, first service basis. No refunds of rental fee once paid, unless show is filled when the vendor's fee and registration are accepted. If in the sole judgment of Sponsor and Facilities the show should not be held for any reason, this agreement shall terminate and the vendor waives any claim for damages except return of rental fee. Rented space shall not be subleased, nor shall any person other than the accepted vendor occupy or exhibit at the rented space.	
5.	Returned checks do not constitute a valid application. There will be a \$25 service charge for return checks. Payment of space fees and service charge shall be made by money order or cashier's check within 7 days of notice of returned check. Any fees not received within 7 days of notice result in cancellation of application.	
6.	All names shall appear on this agreement. Those operating otherwise shall be refused rental spaces at the current and future shows.	
7.	Police and Fire regulations must be observed. Vehicles may be ticketed and towed at owners' expense. If electrical connections are available, all electrical connections require a multi-outlet strip with circuit breaker and surge suppressor.	
8.	Vendors will leave premises in a clean condition, remove all rubbish, etc., prior to leaving. Any damage to structure, property or the premises arising out of acts or omissions of the vendor, its agents, or employees shall be paid for in full by the vendor as determined by the Sponsors and Facilities.	
9.	Distribution of advertising materials on the premises is NOT permitted without prior approval of the Sponsor and Facilities.	
10.	After the show begins, no setup will be allowed. The space and rental fee paid shall be forfeited. No packing of items is allowed prior to the end of the show without consent of the Sponsors.	
11.	This agreement shall be governed by the laws of the State of Illinois. If any provision of this agreement determined to be unenforceable, the remaining provision shall remain in full force and effect.	