



## **Marketplace Overview**

Welcome to the Three Rivers Festival Marketplace! We are located in Headwaters Park West directly across the street from the Festival's Entertainment Plaza. Please take time to read this document. If you have any questions, please call the Festival office at (260) 426-5556.

**MOVE IN** – All Exhibitors must set up on **Tuesday, July 14, 2015**. Exhibitors will be staged in the turn-around on Calhoun Street behind the Marketplace. Please be in the turn-around at your designated set up time. We do not have a large staging area, and early or late Exhibitors may not have access to the area. Please check in with a Marketplace representative at Registration upon your arrival.

**No one will be allowed to set up their booth until we have received complete payment of their booth fees, security deposit, and Certificate of Insurance.**

Please have a hand-cart available for your use when loading, unloading or stocking your booth. You **cannot** drive directly to your booth area. Access may be as much as 150 yards or more away. Please be prepared to unload and load your own supplies. **Festival does not provide assistance with booth set up.** You will be asked to unload and remove your vehicle from Calhoun Street and the Marketplace area before you complete the final set-up of your booth.

**MOVE OUT** – Due to the large amount of people watching the Fireworks Finale on Saturday, July 18<sup>th</sup>, ***Exhibitors may not start to tear down before the end of the fireworks display on Saturday evening.*** A Marketplace volunteer will contact you when you may start bringing your vehicles into the Calhoun Street turnaround area. After you have cleared your space, a Marketplace volunteer will inspect your booth area. If your area passes inspection, your \$100.00 security deposit will be refunded to you within thirty (30) days after the close of the Festival.

**HOURS** – The following hours have been established for Marketplace:

Wednesday, July 15, 11:00 a.m. to 11:00 p.m.

Thursday, July 16, 11:00 a.m. to 11:00 p.m.

Friday, July 17, 11:00 a.m. to 11:00 p.m.

Saturday, July 18, 11:00 a.m. to 10:00 p.m.

Exhibitors may close at 9:00 p.m., ***only if the early closure is approved by the authorized TRF representative*** prior to the opening of Marketplace. Exhibitors will have access to the Marketplace area one {1} hour before opening each day for restocking. Vehicles will need to be removed from the Calhoun Street turnaround before Marketplace opens.

**APPLICATION REVIEW** – All Exhibitors must submit at least four (4) color photos of their products and one (1) of their booth set-up. **Only those articles listed on the application and specifically approved by TRF may be sold.** Any item found not to have been approved must be removed immediately from the booth upon request by an authorized representative of Three Rivers Festival. Any Exhibitor found to have a product in their booth that was removed previously will be expelled from the show. **In addition, Three Rivers Festival will not permit any products that include pictures, words, or any reference to illegal substances, firearms, knives, ninja weapons or other weapons to be displayed or sold.** Any violation of these rules will result in the immediate termination of Exhibitor's agreement, removal of the Exhibitor from Marketplace and no refund will be issued. The decisions of an authorized representative of the Three Rivers Festival will be final.

**DEMONSTRATIONS** – As a matter of safety and courtesy, exhibitors should conduct sales presentations and product demonstrations in a manner which assures all exhibitor personnel are within the contracted space and not disturbing other vendors.

**SAFETY** – The following are key safety guidelines:

- **All tents MUST be flame retardant.**
- A 10# ABC fire extinguisher must be present in each booth.
- Exhibitors must keep ***their booth and the area surrounding their booth*** neat, clean and free of litter.
- Equipment and property used in connection with an Exhibitor's product shall be subject to inspection and approval of a Three Rivers Festival representative, whose decisions are final.
- No PA system of any type is permitted and the Three Rivers Festival reserves the right to control any exhibits creating excessive noise.
- Before opening for business, an Exhibitor must have their space/booth inspected for electrical safety by a Three Rivers Festival representative..
- All sidewalks and walkways must be kept clear of all cords, cables and ropes.
- Electrical cords must be 12/3 or heavier, 50q to 100q and grounded. No frayed or damaged cables are permitted.
- All gas and compressed air cylinders (propane, helium, oxygen, etc.) must be secured to a solid object or placed in a rack designed for high-pressure cylinders. All cylinders must be capped when not in use. If using gas, proper fire extinguishing equipment must be present, and there must be clear access to the cylinder.
- No exposed electrical wires, connections, or empty light bulb sockets are allowed.
- There will be access to only one (1) electrical outlet. Replacement cost of a GFI or other wiring components which fail after service has been started shall be the responsibility of the Exhibitor. Splitting of electrical service must be done inside the booth.
- **No beer, wine or liquor, or any other controlled substances shall be consumed by the Exhibitor in the Marketplace.**
- Exhibitors should bring wood strips, crating, cinder blocks, etc. to stack excess product. Nothing should be stored directly on the ground. The Marketplace is located on a grassy base and could have some water run-off in the event of hard rain. Three Rivers Festival **shall not** be liable for any damages due to water.
- There is **no smoking** within the Marketplace area.

**BEHAVIOR** – Exhibitors must refrain from vulgarity, profanity, and derogatory remarks toward Festival visitors, volunteers, staff, and other Exhibitors. Shirts and shoes are required to be worn at all times by all Exhibitors. Three Rivers Festival reserves the right to ask any Exhibitor to leave if their behavior or clothing is deemed inappropriate.

**SECURITY** – The Marketplace will be monitored by security personnel. A security sweep of the area will begin at closing time nightly to clear the area of all customers and to have the Exhibitors shut down their booths. Entrances will be closed and monitored by security after the sweep. No Exhibitors will be allowed in the Marketplace after all other Exhibitors have left the area. The Marketplace area will be opened for restocking daily one {1} hour before opening. Please wear your TRF issued Exhibitor identification for security purposes. You will not be admitted without your Exhibitor credentials.

**PRODUCT STORAGE** – No additional space is provided by Three Rivers Festival in Headwaters Park for overnight product storage. Plan to use a handcart and park your vehicle in the Calhoun Street turnaround only when loading and unloading your merchandise.

**BOOTH COVERAGE** – An Exhibitor may not occupy more than the contracted amount of footage. Exhibitor must have someone eighteen {18} years of age, or older, on site at all times during business hours and be open during all business hours. No subletting of booths is allowed.

**MARKETPLACE HEADQUARTERS** – Committee members will be in attendance all hours of the Festival to help you with any problems or questions. They can be identified by Three Rivers Festival T-shirts and/or name badges.

**PARKING** – **Parking is not provided to any Exhibitor of the Marketplace.** Please call Harding & Dahm 260/423-4311 for parking locations. Harding & Dahm does not allow camping vehicles or overnight stays at any of their locations.

**SALES TAX** – An Indiana Sales Tax License is **required** for Exhibitors by state law. Please submit your applications directly to the Indiana Department of Revenue. Indiana's sales tax is seven percent (7%).

**STAKING** – **No tent staking of any kind is permitted.** Damage to underground irrigation will be billed back to the responsible party. All tents must be self-supporting. Be prepared for inclement weather with rain covers, tie downs, weights, etc.