



**THIS ENTRY FORM IS NOT FOR FOOD VENDORS.**

**2023 GENERAL APPLICATION**

**ARTS & CRAFT, AND GREENFIELD MAIN STREET BUSINESSES AND NON-PROFITS ONLY**

**OCTOBER 5 - 8, 2023**

**THEME: "THE NINE LITTLE GOBLINS"**

**FOR OFFICE USE ONLY:**

**2023 BOOTH #** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Amt. Paid:** \_\_\_\_\_

**Check #** \_\_\_\_\_

**Stripe** \_\_\_\_\_

**Deposited** \_\_\_\_\_

\*\*\*If you want to sell or give away food in any form, please call (317) 462-2141 to obtain proper forms and information.\*\*\*

The Riley Festival celebrates the Hoosier Poet's October birthday. Due to increased interest in participation in our Festival, it is important that you return this entry form immediately. **Applications must be accompanied by payment in full.**

Business Name (Please print) \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

E-Mail \_\_\_\_\_ Website \_\_\_\_\_

How many years have you had a booth at Riley Festival? \_\_\_\_\_

**NO DRUGS, DRUG PARAPHERNALIA, PORNOGRAPHIC MATERIAL, COUNTERFEIT MERCHANDISE, KNIVES, SNAP POPS, SILLY STRING, DISAPPEARING INK, FIREWORKS, POTATO OR MARSHMALLOW GUNS, NO RAFFLES WITHOUT PRIOR APPROVAL. NO DISPERSING OF, NON-PRESCRIPTION MEDICINES OR PROMOTION OF MEDICAL DEVICES. Any product sold that will be or is to be applied to the skin, this includes handmade soaps and lotions, or ingested, requires \$1,000,000.00 liability insurance. Please check the other box.**

All items to be offered for sale **MUST** be listed in the space provided below. Items not listed **MAY NOT BE SOLD**. Cancellations will be accepted, however, **no refunds of entry fee will be made after August 1, 2023.**

The Riley Festival Association reserves the right **to inspect or deny sale or display of any items deemed inappropriate.**

**CHECK APPLICATION TYPE:** \_\_\_\_\_ Arts & Craft \_\_\_\_\_ Greenfield Main Street Business \_\_\_\_\_ Non-Profits \_\_\_\_\_ Other

All items to be sold or given away or handed out must be listed below. List the major items to classify your booth.

Set-Up: Thursday, October 5th: Until 5:00 pm.

Festival Hours: Thursday, October 5<sup>th</sup> 5pm – 9pm; Friday & Saturday, October 6<sup>th</sup> and 7<sup>th</sup> 9am – 9pm;

Sunday, October 8<sup>th</sup> 11am – 5pm

All exhibitors are expected to be open the hours of the festival. **If your booth cannot be set-up and open on Thursday, October 5th, the Riley Festival office MUST be notified 72 hours before festival opening.**

- **NO TRAILERS ALLOWED**
- **Tents must be of flame-retardant material.**
- **All tents must be properly weighted down.**
- **A 2A or ABC fire extinguisher must be in each booth at all times.**
- **Electricity and street lighting provided.**
- **Indiana sales tax is the responsibility of the vendor. State inspectors do check this.**
- **Booth insurance is the responsibility of the vendor.**

**Next page must be completed and signed.**

**ALL VENDORS MUST SUBMIT AT LEAST TWO (2) PHOTOS OF ITEMS TO BE SOLD OR GIVEN AWAY.**

**Arts & Craft:** Please indicate by number your first choice (1), second choice (2) or no preference (NP) of location:

\_\_\_\_\_ East Main St. \_\_\_\_\_ West Main St. \_\_\_\_\_ East Street

**Greenfield Main Street Business:** \_\_\_\_\_ East Main St., \_\_\_\_\_ West Main St.

**Non-Profits:** \_\_\_\_\_

**FEES:** County Residents-----10 X 10 ft ---\$250.00 (Includes electricity)  
Non-County Residents---10 X 10 ft ---\$275.00 (Includes electricity)  
For multiple spaces multiply number of spaces times base fee.

Please reserve \_\_\_\_\_ spaces @ \$\_\_\_\_\_ each for me. Enclosed is a check or money order in the amount of \$\_\_\_\_\_.

**Make check or money order payable to: RILEY FESTIVAL**

**Cancellations will be accepted, however, NO REFUNDS will be made after AUGUST 1, 2023.**

**No animals, except service animals, will be allowed in festival area. This includes vendors.**

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The Lessor, The Riley Festival Association, Inc. DBA, Riley Festival, shall not be responsible for any injury or loss of items that arise or come to the lessee or his employees or personnel or his goods, from any cause whatever while said premises are being occupied under this agreement.

**If a vehicle is brought into the festival area during festival hours or before 9 pm (regardless of whether the festival has been closed because of weather), the vendor will not be invited back the next year.**

I have read, understand and will comply with all provisions and policies of this application. I understand that any violation may result in my dismissal with NO REFUNDS.

**\*\*\*\*The vendor agrees to keep all merchandise and solicitations within their booth space.**

**\*\*\*\*Vendors will not be moved to another space on set-up days.**

**LESSEE SIGNATURE(S)** \_\_\_\_\_

**\*\*\*\*The Riley Festival Association is not responsible for fees associated with insufficient funds charges, or any fees associated with PayPal rejected items or disputes.\*\*\*\***

**Confirmation e-mails will be sent starting mid August. Please print and keep for your records.**

***Form must be completed in full and signed or it will be returned.***

*Please return this form and entry fee to:*

**Riley Festival  
20 W. South Street  
Greenfield, IN 46140**

**Riley Festival phone: #317-462-2141 Email: rileyfestival@outlook.com**

**Riley Festival website: www.jwrileyfestival.com**

**This entry form is not transferrable.**

**Please take notice of the additional electric service requirements page.**

## **ELECTRIC SERVICE REQUIREMENTS**

### **EFFECTIVE FOR 2023 RILEY FESTIVAL**

**Craft and other booths : ~~~this pertains to you.**

**(Vendors requiring 120v plug-in hook-up)**

- 1. 120V electric service supplied by the city (one plug-in per booth)**
- 2. 50 ft 3-prong extension cord in good safe shape (no repairs or damage)**
- 3. Surge protector inside booth (optional)**
- 4. “Maximum” load hook-up 15 amps per booth**
- 5. No electric heaters.**
- 6. Greenfield Power & Light has the right to refuse to hook up unsafe electric services.**

**Please keep this page for your records.**

**Return pages 1 and 2 to the festival.**

