



Vendor Space Contract October 3, 2020

The undersigned group or vendor hereby submits this application to the Athenaeum Foundation, Inc. for display space at GermanFest 2020, subject to the rules and regulations of the Athenaeum Foundation, printed below:

Group or Company _____

Street Address _____ City _____ State _____ Zip Code _____

List all products and services offered in your booth _____

If food will be served at your booth: please have your permit available. If you need to apply for a permit please visit the Marion County Health Department website for applicable forms and filing instructions.

Contact Person _____

Phone _____ E-mail Address _____

Event Times

Event Date Saturday, October 3, 2020

Set-up Time 8:00am-11:00am*

Event Time 12:00pm-6:00pm

Tear Down Begins at 6:00pm

Plan to arrive at 8am, drive to your booth and have everything unloaded by 9am.

Remove your car from the street by 9:30am and complete set up by 11am.

Vendor Itemized Pricing

Item	Price	No. Requested	Subtotal	Miscellaneous
Booth Space Fee	\$150			Includes 10x10 tent, one 8-ft table with plastic cover, two chairs
Additional Chairs	\$1.25 each			
Additional Tables	\$7.50 each			
Electric	\$50			Up to 5 amps
Food Truck	\$250			
Logo in Program	\$50			
Blurb in Program	\$100			
Total Cost				

All vendors are required to submit booth space fees by September 18, 2020.

I will send a check, payable to the Athenaeum Foundation, to:

Athenaeum Foundation
401 E. Michigan Street
Indianapolis, IN 46204

I would like to pay online with a credit/debit card. Please send a payment link.

Acceptance

As the responsible party for this application, I acknowledge that I have read and understand the application and the vendor rules and regulations.

Signed _____ Date _____

Printed Name _____

Group or Company _____

2020 Vendor Space Rules and Regulations

October 3, 2020
The Athenaeum
401 E. Michigan Street

The Athenaeum Foundation, Inc. is thrilled to host the 12th Annual GermanFest. We are focusing this year on taking the Germ out of GermanFest – ensuring that all staff, vendors, visitors and attendees will be taking precaution to contain the spread of Coronavirus. We want you to be a part of this year’s festival! GermanFest is the Athenaeum’s largest annual fundraising event, and all proceeds are directed to the maintenance of our historic landmark, the perpetuation of our unique programming, and our position as a center of community and culture on Mass Ave.

By submitting your registration, you have agreed that you have read and consented to the below terms of the festival.

- **Non-food vendor booths** must be available to festival attendees from **12:00 noon until 6:00pm**. Set up will begin at 8:00am on Saturday, October 3, 2020. No vendor will be allowed to drive on Michigan Street for set up after 9am and all vehicles must be off Michigan Street between East St. and New Jersey Street by 9:30am.
- **Food vendor booths** must be available to festival attendees from **12:00 noon until 6:00pm**. Set up will begin at 8:00am.
- If food will be served at your booth, please have your permit available. If you need to apply for a permit, please visit www.mchd.com/fdevents_new.htm for applicable forms and filing instructions.
- Electricity and additional tables and chairs for your booth are available for purchase.
- Booth space is assigned on a first come, first serve basis at the discretion of the Athenaeum Foundation, Inc.
- Food trucks must provide bumper to bumper measurements and any additional space they will take. If a truck does not fit the allotted space per the measurements provided, we reserve the right to relocate your designated area to park.
- The Athenaeum Foundation reserves the right to decline booths and/or products that are deemed “inappropriate” for families and event attendees.
- Neither the Athenaeum Foundation nor their sponsors or agents, the city of Indianapolis or State of Indiana are responsible for injury, loss or damage from any cause whatsoever that may be suffered by a vendor, employee of the vendor or to property belonging to the vendor or vendor’s employee.
- Masks must be worn, covering the mouth and nose, throughout the duration of the event whether inside or outside the building.

- A minimum six foot distance must be maintained from Athenaeum staff, visitors, GermanFest attendees, and other vendors.
- Hand sanitizer, in a pump bottle, must be available at your booth.