



THIS ENTRY FORM IS NOT FOR FOOD VENDORS
RILEY FESTIVAL
2024 GENERAL APPLICATION
ARTS & CRAFT, AND GREENFIELD
MAIN STREET BUSINESSES AND
NON-PROFITS ONLY
OCTOBER 3,4,5,6 2024
THEME: "BAREFOOT BOY"

FOR OFFICE USE ONLY:
2023 BOOTH # _____
Date: _____
Amt. Paid: _____
Check # _____
Online Payment _____

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 _____ CONTACT 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, 2024.**

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: THE MAJOR ITEMS TO CLASSIFY MY BOOTH

Set-Up: Thursday, October 3rd: Until 5:00 pm.
 Festival Hours: Thursday, October 3rd – 5 P.M – 9 P.M.; Friday & Saturday, October 4th and 5th – 9 A.M. – 9 P.M.;
 Sunday, October 6th--11 A.M.– 5 P.M.

All exhibitors are expected to be open the hours of the Festival. **If your booth cannot be set-up and open on Thursday, October 3rd , 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 CHECK!**
- **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: _____

FEE: - ALL VENDORS -10 X 10 FT. OF SPACE ---\$300.00 (Includes electricity)

For multiple spaces multiply number of spaces times base fee.

PLEASE RESERVE 1 or 2 SPACES @ \$_____ EACH FOR ME. ENCLOSED IS A CHECK OR MONEY ORDER IN THE AMOUNT OF \$_____.

MAKE CHECK OR MONEY ORDER: RILEY FESTIVAL. Cancellations will be accepted; however, **NO REFUNDS WILL BE MADE AFTER AUGUST 1, 2024.**

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 THE BOOTH SPACE. VENDORS WILL NOT BE MOVED TO ANOTHER SPACE ON SET-UP DAY.*****

LESSEE SIGNATURE_____

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

Confirmation e-mails will be sent starting mid August. Please print and keep.

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. E-mail: jwrileyfestival@outlook.com

Riley Festival Web Site: rileyfestival.com

**THIS ENTRY FORM IS NOT TRANSFERRABLE
PLEASE TAKE NOTICE OF THE ADDITIONAL ELECTRIC SERVICE REQUIREMENTS PAGE**

**ELECTRIC SERVICE REQUIREMENTS:
EFFECTIVE FOR 2024 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.