



**Swiss Wine Festival**  
**PO Box 151**  
**Vevay, Indiana 47043**  
**(812) 427-9463**  
**SwissWineFestival.org**

**March 2025**

**It is time to start making plans for the 53<sup>rd</sup> annual Swiss Wine Festival! The dates will be August 21<sup>st</sup> – August 24<sup>th</sup>, 2025.**

**If you are unable to attend, please let me know so we can offer the space to the next person on the wait list. We will be refunding any prepayments until August 1, 2025. Your full balance MUST be paid by July 1, 2025.**

**Receipts will be sent via email, please watch for any email communication.**

**If you have any questions or concerns, please reach out to Suzanne Rayls @ (812) 427-9463.**



## 2025 Arts & Crafts Application for the Swiss Wine Festival



- DATES & TIMES:**  
Thursday, August 21<sup>st</sup>  
Friday, August 22<sup>nd</sup>  
Saturday, August 23<sup>rd</sup>  
Sunday, August 24<sup>th</sup>
- BOOTHS TO BE OPEN:**  
5:00 pm to 9:00 pm  
3:00 pm to 10:00 pm  
11:00 am to 10:00 pm  
11:00 am to 4:00 pm
- FESTIVAL HOURS:**  
5:00 pm to 10:00 pm  
3:00 pm to 2:00 am  
10:30 am to 2:00 am  
10:30 am to 4:00 pm
- SET-UP:**  
Wednesday, August 20<sup>th</sup>  
Thursday, August 21<sup>st</sup>  
Friday, August 22<sup>nd</sup>
- 4:00 pm to 7:00 pm (or)  
8:00 am to 2:30 pm (vehicles must be moved out by 3:30 pm (or)  
8:00 am to 12:30 pm (vehicles must be moved out by 1:00 pm
- You may open earlier or stay later than suggested time. Set-up on Wednesday, August 20<sup>th</sup> & Thursday, August 21<sup>st</sup> are optional.**
- You MUST arrive in sufficient time to be completely set-up by Wednesday @ 2:30 pm, Thursday @ 2:30 pm or Friday @ 12:30 pm.**
- All vehicles MUST be moved to a designated parking area by 3:30 pm on Wednesday & Thursday and by 1:00 pm on Friday.**
- WE WILL NOT ACCEPT AFTER HOURS CHECK-IN. LATE ARRIVALS WILL NOT BE ACCEPTED!**
- DEADLINE: July 1, 2025, all applications, and payments MUST BE RECEIVED. Make check or money order payable to the Swiss Wine Festival or pay digital from the invoice sent to your email.**
- BOOTH FEE: The booth fee will be \$175 if received by July 1<sup>st</sup>, 2025, and \$200 if after July 1<sup>st</sup>, 2025. Switzerland County resident fee will be \$125 if received by July 1<sup>st</sup>, 2025, and \$150 after July 1<sup>st</sup>, 2025.**
- BOOTH SIZE: 12' wide (frontage) x 10' deep (open on 12' side only). It is essential that displays conform to the exact space allotted (including trailer tongues and awnings). The selling area is limited to 12'x10' space. If additional space is needed, we offer a limited number of areas that have additional space behind the purchase space. These can be purchased for an additional \$75 per space. Booth will include 120-volt electric, 20-amp service.**
- TAX RATE: Each vendor is responsible for collecting Indiana State Tax (7%) on all sales. Indiana Department of Revenue agents may be present at the festival. As a vendor at an event in Indiana, you must register with the Indiana Department of Revenue to be a registered retail merchant. You can easily obtain a Registered Retail Merchant Certificate (RRMC) by completing a Business Tax Application (BT-1) at <https://secure.in.gov.apps.dor/bt1/>.**



## GENERAL RULES:

1. No prepared food or beverages are to be sold in booth space.
2. Absolutely no illegal items, obscene materials, controlled substances, drugs, drug related paraphernalia, alcoholic beverages, guns, ammunition, fireworks, projectiles, stink bombs, sill string, disappearing ink, tobacco products (including vapor products), live animals or any other item the SWF, Inc. may deem inappropriate will not be allowed. The SWF, Inc. may limit items or wares offered for sale at the festival. These restrictions will be strictly enforced.
3. The SWF, Inc. has final approval of all items to be sold and booth set-Ups. Any exhibitor found displaying items not shown on the submitted application or items against SWF, Inc. policy will be asked to remove offending items and/or will be prohibited from conducting further sales and/or be removed from the festival immediately.
4. No selling inappropriate items to children under the age of 18.
5. Selling is only to be done within your booth space. **NO ROAMING UNLESS PRIOR APPROVAL WAS GIVEN BY THE BOARD.** Violators using more than their rented space will be asked to leave. No refunds will be made. Vendors are not permitted to change location without prior approval.
6. Once you are set up, you CANNOT drive a vehicle in or out of the area. Parking a vehicle with your booth space depends on the location; call (812) 427-9463 to discuss specific booth locations.
7. Booths must be open during the designed times listed. Anyone who deviates from this schedule may not be considered for next year's festival, as it is discourteous to the customers and reflects poorly on the exhibitor as well as the Swiss Wine Festival.
8. The volume of sound/music coming from booths must be kept at a reasonable level so as not to interfere with neighboring booths. Festival officials will be the ultimate judges of what is acceptable.
9. No Raffles or Games of Chance without Prior Approval from the State of Indiana or the Swiss Wine Festival. Such events may be regulated by the State of Indiana.
10. Your booth must be kept neat, clean, and safe for patrons. All pets and merchandise must be restricted to the exhibitor's booth space.





**TYPE OF BOOTH (Arts & Crafts):** We emphasize quality craftsmanship and merchandise. All items sold must be of good quality or handcrafted. **FLEA MARKET ITEMS** or **INFORMATIONAL BOOTHS** are not permitted in this area. A complete description of all items must be included in the application. In addition to your written description, please submit (1) photo of your booth and items. The photo should show your entire booth set-up. This will assist us to provide the best possible placement for your booth. Without a photo, you will be placed where SWF, Inc. deems fit to be appropriate. Label your photo with your name and address. Photos cannot be returned. The SWF, Inc. has the right to limit entries.





**COMMERCIAL & FLEE MARKET AREA:** Flea market, commercial items booths will be in a separate area, if possible. A complete description of all items to be exhibited **MUST** be included in the application. In addition to your written description, please submit (1) photo of your booth and items. The photo should show your entire booth set-up. This will assist us to provide the best possible placement for your booth. Without a photo, you will be placed where SWF, Inc. deems fit


to be appropriate. Label your photo with your name and address. Photos cannot be returned. The SWF, Inc. has the right to limit entries.


 **INFORMATION AREA:** The SWF, Inc. has the right to limit areas. A complete description of all the items to be displayed **MUST** be included in the application.

 **SECURITY:** The SWF, Inc. is within the jurisdiction of the Switzerland County Sheriff's Office. The SWF, Inc. will provide general security in all festival areas after hours starting on Thursday, August 21<sup>st</sup>, 2005. However, SWF is not responsible for lost or stolen items under any circumstances. The SWF, Inc. is not responsible for accidents.


 **PLACEMENT:** Placement of the exhibitor's booths is at the discretion of the SWF, Inc. Exhibitor preference will be given first consideration based on space available and the date exhibitor's application was received. Location may be affected by special requirements such as electrical needs etc. Assigned spaces cannot be changed without the approval of the SWF, Inc.


 **ELECTRICAL REQUIREMENTS:** All spaces will be provided with 120-volt, 20 amps electrical hookup. It is the vendor's responsibility to provide a minimum of 100 feet of 12-3-gauge GROUNDED outdoor electrical extension cord in safe operating condition. **NO HALOGEN LIGHTS ALLOWED.** If you have additional power requirements such as 240 volts, please specify on your application. Depending on requirements Swiss Wine Festival, Inc may elect to levy additional charges. Please contact SWF, Inc. in advance to make sure we can accommodate your needs. Exhibitor agrees to hold SWF, Inc. harmless for any injury or damages resulting from electrical use.


 **TEARDOWN:** All booth displays and merchandise must be removed after closing on Sunday evening August 24, 2025. Please do not attempt to move out of your location. All exhibitors are required to clean their own area and put trash in the trash receptacles provided. Failure to remove all equipment or early removal and thoroughly clean up rental area will result in a \$75.00 charge. SWF, Inc. will not be responsible for storing, maintaining, or watching any items left at the festival area. Early teardown could result in loss of space for next year's festival.

 **CLEAN-UP:** It is the responsibility of each winery to clean their own area and dispose of trash (barrels provided). The SWF, Inc. will provide continual trash pick-up.

 **CANCELLATIONS:** Full refunds will be provided through August 1<sup>st</sup>, 2025. Absolutely no refunds will be given after this date for "No Shows". **NO RAIN DATES.**

 **CONFIRMATIONS:** Confirmations will be made when possible. If your application is rejected, you will be notified within a reasonable time frame. You will be given your assigned booth space (s) at time of check in. Please include a cell phone. number on your application.

 **SOUVENIR ITEMS:** Souvenir items that identify the SWF, Inc. (such as T- Shirts, Mugs, Buttons, etc.) will not be allowed for sale by any exhibitor unless specific written permission is received by the exhibitor from SWF, Inc.

 **RENTAL AGREEMENTS:** Applications will be accepted on a first-come basis. All rental agreements must be accompanied by payment in full. SWF, Inc. will not supply tables, extension cords, etc. It is the applicant's responsibility to read and understand all regulations as outlined in this rental agreement. SWF, Inc. is not responsible for accidents, damage, loss or injury of any kind. Business activity must be conducted in your reserved space only. Trading or selling of contracted booth space is strictly forbidden. Exhibitors agree that SWF, Inc. may revoke this agreement at any time, and for any reason, and that Exhibitors damage will be limited to refund of the fee paid.

**THIS RENTAL AGREEMENT IS NOT TRANSFERABLE**

Please complete the application and return with FULL payment to:

Arts & Crafts  
Swiss Wine Festival  
PO Box 151  
Vevay, Indiana 47043

You may also return the application via email to: [info@swisswinefestival.org](mailto:info@swisswinefestival.org)  
A payment link will be sent to your email for payment at that time.

If you have any questions or concerns, please reach out to Suzanne Rayls @ (812) 427-9463.

# 2025 ARTS & CRAFTS AND COMMERCIAL APPLICATION



## Please Print

Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_



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NO. OF 12' X 10' SPACES \_\_\_\_\_ TOTAL ENCLOSED \$ \_\_\_\_\_

I have read and understand the 2024 Arts & Crafts and Commercial Policy and upon acceptance of this application, I and my representatives and agents agree to comply with and be bound by all Swiss Wine Festival, Inc. Arts & Crafts and Commercial Policies, which are expressly made a part of this application, and I do also accept full and complete responsibility for all merchandise, property and persons involved in my participation in or with the Swiss Wine Festival. In consideration of the acceptance of this application, I, as an inducement to such acceptance, agree, for myself and my employees, agents, successors and officers, to indemnify and hold the Swiss Wine Festival, Inc., its board members, officers, employees, agents, successors and assigns harmless of and from any and all liability, claims actions, demands, damages and expenses, including, without limitation, reasonable attorney's fees incurred by or on behalf of any of them, arising out of injury or damage of any kind, to persons or property, in any way connected with my participation in or with the Swiss Wine Festival. I understand no refunds will be made after August 1, 2025.

**Deadline is July 1<sup>st</sup> 2025.**

\_\_\_\_\_  
Vendor Applicant's Signature

\_\_\_\_\_  
Date

