



An Artisan's Fair

Dear Vendors,

Dyer Parks & Recreation will be hosting a Dyer Community Market at Pheasant Hills Park during our Summer Concert Series. This event was created in order to bring Dyer residents and others together on a more frequent basis. The market will offer artists from Dyer as well as the surrounding communities. Handmade items, music, Windmill Brewing, food and fun for the whole family is what will be in store.

We invite you to complete this approval application (this is strictly an invite and not a guarantee of acceptance.) Please send it back, along with a photo of your booth as soon as possible. We will then make a decision, based on your wares if your business would be suitable for this type of event. All applications will be taken into consideration and vendors will be notified by the end of March, if they are chosen.

**Please be sure to read the Terms and Conditions, fill out invitation completely and attach a photo of your booth/trailer as it would look at the market
Missing information may cause delay of acceptance.**

Please complete the approval application, attach a photo of your booth/trailer (set up) and email to: communitymarket@townofdye.com, drop off at the Parks Dept. (M-F 7:30am-4pm), drop in the white mail box located on the side of the Dyer Town Hall or mail to:
Dyer Parks & Recreation One Town Square Dyer, IN 46311.
For questions, please call (219) 865-2505

**Market Days & Times: Tuesdays June 2, 16, July 7, 21, August 11 & 18
4:00pm 8:00pm Pheasant Hills Park 2301 Hart Street Dyer**

PLEASE, DO NOT SEND PAYMENT IN AT THIS TIME

To help support Dyer Parks & Recreation and this event, booth fees are as follows:

- Non-Food Vendor** (non electric/weekly).....\$37.45 including tax (must be paid 7 days prior to date of participation.)
- Non-Food Vendor** (non electric/6 weeks)....\$187.25 including tax (**get 1 week free**. Must be paid all at once.)
- Food Vendor** (non electric/weekly).....\$53.50 including tax (must be paid 7 days prior to date of participation.)
- Food Vendor** (non electric/6 weeks).....\$267.50 including tax (**get 1 week free**. Must be paid all at once.)



Market Days & Times
Tuesdays June 2, 16, July 7, 21, August 11 & 18
4:00pm-8:00pm
Pheasant Hills Park 2301 Hart Street Dyer



Vendor Approval Invite/Application Terms and Conditions

- ◆ **Refunds will not be given due to inclement weather or for any other reason. This is a rain or shine event**, but we will close for severe weather. The Dyer Community Market staff are the only ones that are allowed to make this decision.
- ◆ 10 x 10 tents are mandatory, except for vendors selling out of a trailer. Only one vendor per 10 x 10 space is allowed.
- ◆ Vendors must provide their own tables, chairs, 10 x 10 tents, lights, proper extension cord, change, etc.
- ◆ Set up time will begin at 2pm on market days and must be completed by 3:30pm. Vendors may not pull out any earlier than the closing of the market.
- ◆ **UNLOAD your vehicle ASAP** and **ALL** cars are to be moved to the overflow parking area immediately after unloading. Food trucks will be allowed to park at their site. If you have special considerations, please let us know in advance.
- ◆ No one will be allowed to arrive and setup after 3:15pm.
- ◆ All supplies must be kept contained within each vendors booth space. If your set up exceeds the assigned space, you will be asked to adjust your setup. **NO EXCEPTIONS!**
- ◆ Vendors may **not** take down prior to the market being cleared of shoppers, even in the event of rain.
- ◆ Vendors must keep their area clean and in good order at all times.
- ◆ Your table cloth must reach the ground in the front of your table.
- ◆ Do **not** leave your booth unattended, leave the premises, or close down. Please consider bringing additional staff or ask your booth neighbor for help.
- ◆ Dogs are allowed in our parks. Any vendor bringing dogs to the market must **IMMEDIATELY** clean up, bag and dispose of their feces. All dogs must be current on their vaccinations and properly licensed. Dog owners are responsible for all actions of their dog.
- ◆ Vendors must vacate the park, along with **all** of their belongings, including garbage, no later than (1) one hour after the market closes and only if all shoppers are cleared from the shopping area.
- ◆ Dyer Parks & Recreation will not have cash on hand and there is **NO ATM** on site.
- ◆ Square or PayPal swipe are highly recommended. Vendors are responsible for collecting sales tax.
- ◆ **No smoking in the park.**
- ◆ The Town of Dyer, Dyer Parks & Recreation or the Event Coordinators are not responsible for lost or stolen items.
- ◆ Vendor will pay for any damages to the event space or property.
- ◆ Vendors agree to comply with herein requirements and all the state and local laws, ordinances and rules. This includes displaying a copy of your Health Department certificate while on site.
- ◆ By submitting payment, vendor agrees to indemnify and hold harmless the Town of Dyer and its employees and officers from and against all liability claims, damages, demands, causes of action, suits or judgments for death, injury of damage to persons or property, whether directly or indirectly, arising out of or in connection with concessionaire's use of the premises or the intended use thereof from liability claims arising out of: the actions of themselves, their employees, agents and helpers at the Dyer Community Market; items brought to the Community Market; and or other liability except that arising out of the sole negligence of the Town of Dyer or Event Coordinators.
- ◆ Certificate of Insurance needed for all vendors with listing the Town of Dyer as additional insured.



This is only an invite/approval application.

Completed form and a photo of your booth or trailer set-up must be returned by the end of February

Business Name: _____

Contact Name: _____

Address: _____

City, State, Zip: _____

Phone: _____

Email: _____

Items being sold or services being provided: _____

10 X 10 Tents are mandatory. Except for vendors selling out of a trailer.

How many spaces are you interested in? _____

Trailer size: Please include the length of the trailer tongue _____

Electric: YES _____ NO _____ (Electricity will be an additional charge. Electric booths are limited.)

How did you hear about the Community Market? _____

Did you include a photo of you booth/trailer as it would look at the market?

Signature _____ Date: _____

Please remember to attach a photo of your booth / trailer as it would look at the market

DO NOT SEND PAYMENT IN AT THIS TIME