



Highland Games 2016

Scottish Society of Indianapolis

Vendor Contract

The 7th annual Highland Games, hosted by the Scottish Society of Indianapolis, is being held at German Park (8600 S. Meridian St., Indianapolis, IN 46217) on Saturday, October 8, 2016. The Scottish Society of Indianapolis has been a place for people to celebrate Scottish heritage, history and culture since 1983. This year's games hopes to continue that mission as its Vendor Alley invites attendees to experience Scottish culture through food and wares. Side by side tents allow attendees a cozy village atmosphere as they explore this rich culture and we hope that you will join us and participate as we entertain our guests with all you have to offer.

Booth Fees – Deadline August 31, 2016

10x10 Booth	\$125	x	Qty. _____
10x20 Booth	\$175	x	Qty. _____
20x20 Booth	\$225	x	Qty. _____
20x30 Booth	\$275	x	Qty. _____
30x40 Booth	\$325	x	Qty. _____
40x40 Booth	\$375	x	Qty. _____
			Total \$ _____

Booth Amenities – Deadline August 31, 2016

Vendors will be responsible for providing their own tent, tables and chairs. If you would like to rent tables and chairs, we will rent these items. Please see pricing below.

Tables	\$10 each	x	Qty. _____
Chairs	\$2 each	x	Qty. _____
			Total \$ _____

Electrical Fees – Deadline August 31, 2016

100V	\$25	x	Qty. _____
220V	\$50	x	Qty. _____
Overnight	\$50	x	Qty. _____
			Total \$ _____

*Please note that vendors are responsible for providing heavy duty cords. Additional cords will not be available for use.

Beer and Alcohol Sales Disclaimer

Please note that the Scottish Society of Indianapolis reserves the exclusive right to beer sales for the duration of the Highland Games. The opportunity to sell alcohol other than beer is available for qualified alcohol vendors by permission only. This opportunity will carry a fee in addition to booth rental fees.

Serve Safe Certificate and One Day Permit

Vendors serving food are required to obtain a Serve Safe Certificate and one day permit through the Marion County Health Department. You may contact the Marion County Health Department at 317-221-2222. A copy of your Serve Safe Certificate and one day permit must be provided to the Vendor Coordinator, Erin Smith, no later than September 26, 2016. Vendors serving food who have not provided these items will not be allowed into vendor alley on the day of the games. Vendors must display the Serve Safe Certificate at all times while operating at the games.

Hold Harmless Waiver

All Vendors and their employees must sign the Hold Harmless Waiver (attached) and include at the time of application. Waivers will not be accepted after October 7, 2016 and those employers or vendors who have not submitted waivers will not be allowed into vendor alley on the day of the games.

Proof of Liability Insurance

Vendors must provide a certificate of proof of liability insurance. German Park (8600 S. Meridian St., Indianapolis, IN 46217) and the Scottish Society of Indianapolis (11057 Allisonville Rd., Ste. 234, Fishers, IN 46038) must be listed as additional/other insured. Proof of liability must be submitted to the Vendor Coordinator before set up can take place. Vendors who do not provide proof of liability will not be allowed into Vendor Alley for set up or during the games. Please send proof of liability insurance to Erin Smith at 3923 Villas Dr., Greenwood, IN 46142 or via email no later than October 7, 2016.

Cancellation/Refunds

Cancellation requests must be submitted in writing to the Vendor Coordinator no later than 30 days prior to the games. Refunds will not be issued after September 10, 2016.

Refusal of Vendors

The Scottish Society of Indianapolis reserves the right to refuse the participation of any vendor whose wares or offerings do not uphold the mission of the Society. Likewise, the Scottish Society of Indianapolis reserves the right to refuse the participation of any vendor which has not provided the required paperwork by the deadlines listed in this contract.

I have read and agree to the terms laid out in this vendor contract.

Authorized Signature _____

Name/Title (Please print legibly) _____

Vendor Application

Business Name: _____

Business Address: _____

City: _____ State: _____ Zip: _____

Contact: _____

Phone Number: _____ Email Address: _____

Onsite Contact: _____

Phone Number: _____ Email Address: _____

Web Page: _____

Specific Product Description:

Please make all checks/money orders out to the Scottish Foundation of Indianapolis.

Vendor application and payment may be submitted to:

Attn: Erin Smith

3923 Villas Dr.

Greenwood, IN 46142

Questions? Contact Erin Smith, Vendor Chair, at erin.bean.smith@gmail.com or via telephone at 317-294-5544.

Important Dates/Times

Application Deadline – August 31, 2016

Booth Payment Deadline – August 31, 2016

Booth Amenity Deadline – August 31, 2016

Electrical Application Deadline – August 31, 2016

Electrical Payment Deadline – August 31, 2016

Cancellation Deadline – September 10, 2016

Serve Safe Certificate Deadline – September 26, 2016

Hold Harmless Waiver Deadline – October 7, 2016

Proof of Liability Insurance Deadline – October 7, 2016

One-Day Vendor Permit Deadline – October 7, 2016

Set Up - TBD

Booth Hours - TBD

Tear Down - TBD

Scottish Society of Indianapolis Onsite Contact Information

Erin Smith

317-294-5544