



Application for **Community Organization** Booth Space for the



47th Annual Old Washington Street Festival

Saturday & Sunday, September 14th and 15th, 2024

11am to 6pm Saturday / 11am to 5pm Sunday

Held in the Historic East Central Neighborhood of Muncie, Indiana

www.oldwashingtonstreetfestival.org

Community Organizations applying MUST be a non-profit. All Applications must be accompanied by a description of the activity or informational items that you plan to have in your booth. If you are doing a fundraiser, **items must be antiques or handmade items, no MLM items are allowed.** If you be preparing and/or serving food, must include a copy of their Certification of Insurance and obtain certification from the Delaware County Board of Health Department (contact: 765-747-7721). If your application is accepted, you will be notified within 2-3 weeks after your application is received. **Applications are first come first serve and space is only secured when payment is made.** Submit your application with your Check, Money Order, or fill out this application online and submit payment at www.oldwashingtonstreetfestival.org. Make checks payable to Old Washington Street Festival and mail to:

Old Washington Street Festival Committee, 715 E Washington St., Muncie, IN 47305

Applications will close September 1, 2024. Pre-payment of booth fee is required with your application and is non-refundable upon acceptance. The Festival is "Rain or Shine" no packing up before 5:00 pm. **NO WHEELED** vendor trailers are permitted in the arts/crafts, demonstration, historically appropriate, or non-profit informational areas. **ALL VENDORS** must follow the OWSF Guidelines and Policies. Applications *will not be* accepted after September 1, 2024.

Hateful conduct, abuse, and harassment are always prohibited at the Old Washington Street Festival. The Festival has a zero tolerance policy for the expression of hate toward any group or individual. We define hateful conduct as attacks on individuals or groups based on protected characteristics, including race, ethnicity, color, national origin, religion, gender identity or expression, sexual orientation, age, familial status, or disability. Any such expressions of hate will result in exclusion or removal from the Festival.

Signature _____ Date _____

Signing the Application acknowledges your understanding of and compliance with the enclosed OWSF Guidelines and Policies

Please Print Legibly

Returning Vendor? Yes or No Would you like your same booth spot as last year? Yes or No Location? _____

Business Name: _____ Phone: _____

Contact Name: _____ Cell Phone: _____

Address: _____ Email: _____

City: _____ State: _____ Zip: _____

Describe your food items, activity, or information: _____

Booth Space Fees:

- Information Only 10' (w) x 10' (d) \$10.00
- Fundraising 10' (w) x 10' (d).....\$25.00
- Food Item, 10' (w) x 10' (d).....\$50.00
- Fundraising 20' (w) x 10' (d).....\$50
- \$50 for each food item \$250 maximum charge)

Applications received after September 1st will not be accepted

You must inform us of the number of outlets required for electricity, if you need to be hardwired into a box, or if you can plug into an outlet. Add to your total fee, \$10 for 110V and \$20 for 220V.

A properly rated extension cord of **at least 50-100 feet in length.**

Extension cords are not provided.

Water will be provided if needed, but you are responsible for providing an approved "food quality" hose and approved wastewater disposal capabilities.

Find us on Facebook and Instagram at Old Washington Street Festival

Total Fee Enclosed:	
\$ _____	Booth Fees
\$ _____	Electricity
\$ _____	Total Fee
\$ _____	Late Fee
\$ _____	Total Application Fee