

2019 Indiana Audubon Hummingbird Migration Celebration

Vendor Policies, Information and Application

**August 10, 2019. 9am-4pm
Mary Gray Bird Sanctuary
Connersville, IN 47331**

Vendor Policies & Information

Thank you for your interest in vending at the inaugural Hummingbird Migration Celebration. Please carefully read the information below, and then follow the instructions for the application.

About the Hummingbird Migration Celebration (HMC): The Indiana Audubon Hummingbird Migration Celebration is a festival for the tiny gem, the Ruby-throated Hummingbird. Multiple sponsors and partners provide an opportunity for all to learn about these amazing little birds, how to attract them, and how to keep them coming year after year. Activities include hummingbird banding demonstrations to view hummingbirds up close, guided nature walks, a native plant sale, programs about birds and other pollinators, kid's activities, vendor booths, live music, and more.

As part of the festival, vendors are invited to sell their product, services, or provide educational information to our visitors. Vendors should be outdoors or nature related. We are committed to minimizing the environmental impact of our festival and would like to see this reflected by vendors and exhibitors. We will assign booth space on a first-come, first-served basis, and the HMC will review all vendor applications and make a determination of appropriateness.

Vending Space: Each booth costs \$50.00. Booth space is approximately 10'x10,' and will be located on the grounds of the Mary Gray Bird Sanctuary (grass). Each vendor will need to provide their own small canopy tent. A single 6-8 foot table will be provided. The area near the marketplace has abundant parking. Vendors will be able to drive near the vendor area to unload and load after the event.

Rules and Regulations: No Vendor shall assign or share vendor space without the written consent of HMC. All vendors shall conduct business in accordance with all laws and highest standards of business ethics. Alcoholic beverages of any kind are prohibited. Smoking is not allowed on the main festival grounds.

Security: HMC will exercise reasonable care for the protection of the Vendor's materials and displays, but the Vendor assumes all obligations of risk or loss at all times.

If you have any questions about our event or this contract, please contact:

Brad Bumgardner, Executive Director
Indiana Audubon Society
3499 Bird Sanctuary Rd
Connersville, IN 47331
Phone: 219.926.1390
Email: bbumgardner@indianaaudubon.org



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Vendor Application

Application is due by August 3, 2019. Booth fee will be due upon notice of application approval and assignment of booth space.

Company Name: _____

Contact Person: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone: _____ **Alt. Phone:** _____

Email: _____

Website: _____

Description of Products:

Booth Space:

- I am a food vendor.
- I require more than a 10'x10' space (double booth, fees apply).

Explain: _____

Additionally:

() I am interested in becoming a Hummingbird Migration Celebration sponsor. Please send me information regarding sponsorship levels and donor incentives.

() I am interested in donating an item (value of \$50 or more) for use in auction and fundraising efforts by Indiana Audubon.

Description of item:

Deadline for vendor application is August 3, 2019. You will be notified of the approval of your application by email shortly after submission.

Payment: \$50.00 per booth space (to be paid upon application approval). The booth fee of \$50 will be due when you receive notice that your application has been accepted. We can arrange for check or credit card payment. If we don't hear from you or receive payment within 2 weeks of the approval notification, the offer of participation will be cancelled.

Liability and Indemnities: The Vendor agrees to indemnify and hold harmless Indiana Audubon, its appointed and elected staff and volunteers while acting within the scope of their duties as such, from and against all claims, demands, loss, or liability of any kind and character, including costs of defense, arising out of or in any way connected with the Vendor's use of the facilities specified in this agreement.

The Vendor, named above, agrees to read and follow the rules and regulations of this entire agreement. This agreement is legally binding between the Vendor and HMC, according to the terms and conditions specified herein upon written acceptance by HMC. This constitutes the entire agreement between the Vendor and HMC and no other agreements would be deemed to exist or binding upon either party. All changes to this agreement must be in writing and approved by the HMC. HMC reserves the right to cancel this agreement at any time for any reason.

Signature of Vendor (digital signature accepted)

Date

Please scan and email your signed application to bbumgardner@indianaudubon.org, or mail to: Hummingbird Migration Celebration c/o Mary Gray Bird Sanctuary, 3499 S Bird Sanctuary Rd, Connersville, IN 47331