



P.O. Box 322, Roann, IN 46974  
Festival Office 765-833-2136  
[www.RoannCoveredBridgeFestival.com](http://www.RoannCoveredBridgeFestival.com)  
[facebook.com/RoannCoveredBridgeFestival](https://facebook.com/RoannCoveredBridgeFestival)

**September 6-9, 2018**

**Sponsored by Roann Covered Bridge Lions Club, Inc.**

2018 Festival

**Requirements for Concession Vendors at the Roann Covered Bridge Festival**

***Please read the following rules and requirements carefully:***

Set up for all concessions will begin after 12:00 noon on WEDNESDAY, September 5, and need to be completed before 8:00 p.m. that day. The festival begins at 5:00 P.M. on Thursday. With the concessions setting up on Wednesday, this allows other vendors to set up on Thursday morning and early afternoon. This gives us time to correct any problems which may arise prior to the beginning of the festival at 5:00 p.m. If this is not satisfactory, please indicate on your application form enclosed.

**We require that you be open and selling during all festival hours listed below.** Some who attend our festival have requested that booths open earlier than 5:00 on Friday. Please feel free to open early on Friday if you would like, as some senior citizens prefer to visit the festival before dark when the crowds are smaller.

**Festival times are:**

|          |                     |
|----------|---------------------|
| Thursday | 5:00-10:00p.m.      |
| Friday   | 5:00-11:00 p.m.     |
| Saturday | 11:00a.m.-11:00p.m. |
| Sunday   | noon- 4:00 p.m.     |

The Indiana State Fire Marshall **REQUIRES** that you use a **LARGE BLACK TYPE SO OR SE ELECTRIC CABLE** due to foot and vehicle traffic at the festival.

The space fee for our 4-day festival event is \$275.00 for the first 10 feet and \$75 for each additional 10 feet of space. This fee includes water and electricity. At least a \$100 deposit must be received by July 1, 2018. This deposit reserves a space at the festival and is **non-refundable unless in an emergency situation**. **The balance MUST be received by July 31, 2018.** We will be “enforcing this rule” due to having to collect unpaid balances during the festival in years past. We appreciate your help with full payment before the festival starts.

**You are required to have a health permit from the Wabash County Health Department filled out and returned to them at least 10 days prior to the Roann Covered Bridge Festival, which would be August 25, 2018.** You may call the Wabash County Health Department with any questions regarding the permit at (260) 563-0661, Ext. 1249 or you may fax at (260) 563-6082.

**DUMPING OF GREY WATER.** - The dumping station location and times to dump your grey water will be given to you upon your arrival or before start time of the festival. Dumping will be done according to our county or town regulations. Please make sure you have enough “containment buddies” with you.

You will be contacted by phone or mail by August 5<sup>th</sup> if your application is denied due to more concessions than space or competition allows.

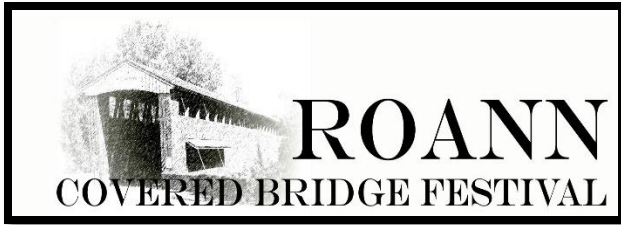
**There will be NO one-day “pull-ins or pull-outs”. NO early tear-downs will be allowed and if this happens, you will not be allowed to participate next year. This keeps it fair to ALL vendors who participate at our festival. There will be no raffles held at any vendor booths. No pets please.**

*We will try to do our best to be a good host to you as a concession vendor while you are at our festival. We take pride in our little town and our festival, we ask that your behavior be becoming to you and to us.*

*If you have any questions or need additional information, feel free to contact us.*

**Contacts:**

**For Concessions questions call the festival phone @ 765-833-2136 and leave a message, we will return your call. Or you may e-mail Donna Harman, Coordinator at [roann.donna@gmail.com](mailto:roann.donna@gmail.com)**



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*Sponsored by Roann Covered Bridge Lions Club, Inc. Sept. 6-9, 2018 Thurs.-Sun after Labor Day*

**Concessions Application Form – Festival Theme: “Surf’ in U.S.A.**

**Please return with deposit by July 1, 2018: Remaining balance is due by July 31, 2018.**

Business Name: \_\_\_\_\_ Phone \_\_\_\_\_  
Contact Person \_\_\_\_\_ Cell or  
Alternate Phone \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Description of product (s) to be sold: \_\_\_\_\_

Amount of space requested: \_\_\_\_\_ feet (10 foot increments only: minimum 10 feet)

Length of camper or trailer including tongue with all serving windows open \_\_\_\_\_

Approximately arrival time on **Wednesday, Sept. 6** \_\_\_\_\_

Electricity needed: \_\_\_\_\_ Not needed \_\_\_\_\_ 110 Amps \_\_\_\_\_ 220 Amps

Is water hook-up needed? \_\_\_\_\_ Yes \_\_\_\_\_ No

*Any additional information you feel we should know to better accommodate you.*

**I agree that the Roann covered Bridge Festival Lions Club and/or Roann Festival Directors will not be liable for loss, damage, or injury to myself, my workers, and any or all helpers or to my property during the Roann Covered Bridge Festival. I release the Roann Covered Bridge Lions Club and/or Festival Directors from any and all liability arising out of said Festival. Also, I have read the attached letter and I am aware of the regulations and information containing all rules and regulations.**

Signed \_\_\_\_\_ Dated \_\_\_\_\_

**RETURN THIS FORM & PAYMENTS TO: Roann Covered Bridge Festival, P.O. Box 322, Roann, IN 46974**