

2025 Monrovia Festival Vendor Application

September 5-7, 2025

Please read through the terms before filling out application:

Booth Fees:

Vendor tent (large tent located on Main St by Subway)

7x10 - \$100 per space

Electricity available for additional \$15 per connection

Outside spaces located on Walnut St and Water St

10x10 - \$100 per space

Will require vendor to provide their own tent or trailer

Electricity is an additional \$15-\$20 per vendor

If the vendor is storing food, there will be a \$20 charge for electricity. See electricity notice below.

We apologize that our rates have been raised for this event. Our expenses have also been raised.

This event is how we are able to fund and offer our community other events throughout the year and to keep our building available for use.

We will be opening any spaces not claimed by previous year's vendors to new vendors on 4/1/25, so . if you request more space than you had in the previous year, you may be moved to a different space.

We will not be putting vendors in the lot on the corner of Main and Water streets this year. This space will be under construction soon. If you were in this space last year, we will place you somewhere along Water street.

Many of our food vendors will be moved to a "food court" area off of Walnut Street, behind Nancy's Hardware. We do ask our food vendors to run generators during the day, and you can request access to electricity overnight to plug in your refrigerators and coolers for food storage. Electrical hookups for food vendors is \$20 per hookup.

Please reserve adequate space for your tent and/or trailer (including trailer tongue length and rear door opening). If you have a photo of your display, please send that as well. This will help us to determine if you have requested enough space. A 10x10 canopy with a 12x12 pole base will require 2 spaces, so please make sure you are requesting adequate space.

Electricity Note:

If you are requesting electricity, please note what you will be running on electricity. For example, phone chargers, fans, lighting, cooking surfaces, refrigerator/freezer, etc.

Not all electricity is easily accessible. Please bring adequate extension cords (may need as much as 300 feet in some areas).

Consider battery powered or solar lighting and battery packs for phone charging. We will be closing vendors at 9pm, but you may choose to stay open later if you have adequate lighting and there is still traffic.

Food Vendors:

Please reserve adequate space for your food truck and/or trailer. Your food truck/trailer may not be in a place where it can be easily removed during the event. Keep this in mind when supplying your truck/trailer. We are looking to provide our guests a variety of choices. All food vendors must include a complete menu with pricing and Proof of Liability Insurance when returning your application. Your application will not be approved without this information provided. If your food truck permit or insurance renews between now and the event, provide us with your current information, and update as needed. Food vendors must be compliant with the Morgan County Health Department and provide documentation. It is highly recommended that food vendors use a generator to power your truck/trailer. We can plug in your truck/trailer overnight to keep your refrigerators and/or coolers running as needed. Food trucks/trailers pull a lot of power and we have had issues with overloaded circuits in the past.

Vendor event insurance:

After discussions with our own insurance company, we have found that each of our vendors should be carrying their own general liability insurance when setting up to sell crafts, food, or even to advertise their business. If someone is hurt in your booth space, you could be held liable for their injuries. There is insurance that you can purchase just for one event. If you are a vendor that goes to several events throughout the year, you can also purchase an annual policy. Here are some websites to look into:

<https://www.actinsurance.com/>

<https://www.nextinsurance.com/general-liability-insurance/>

<https://www.eventsured.com/vendor-insurance/>

Vendor Insurance proof should be sent to us with your application. ***If we do not receive proof of vendor insurance prior to August 15, 2025, we will cancel your vendor space.*** Reminders will be sent to vendors until proof of insurance is received.

Security:

Security is provided by the local police department. However, we can not guarantee the safety of your items as police will be patrolling the town, not watching specific areas. We ask that you make sure that valuables are secure after hours when no one is at your booth.

Equipment/Materials:

All vendors must furnish their own tables, equipment and materials. Most outdoor booths will be on blacktop, therefore they will not be able to be staked down. You must provide weights to hold your tent down. You can use gallon jugs, sand bags, tent weights, etc. No motor homes or camping trailers are permitted in vendor areas. Trucks and cargo trailers are only permitted while unloading and loading items during setup and teardown. Please be considerate of other vendors and move your vehicles and trailers as quickly as possible. No guns are to be sold at any vendor space. This is a family event. ***Please keep your items family friendly!*** If you have items with inappropriate wording and/or art, you will be asked to remove them from view. You will be asked what items you will be selling, and the festival committee will reserve the right to decline a vendor based on those items.

Vendor Hours:

Friday, September 5th 4PM-9PM

Saturday, September 6th 10AM-9PM

Sunday, September 7th 10AM-at least 3PM (Parade time)

People shop after the parade. Consider staying set up for about an hour after the parade ends.

If you are not available to be at the festival during these times, please find someone that can keep your booth open for you. We do not like to have empty spaces during these times. You will not be given an early bird application for the following year if you do not commit to these dates/times.

We will be closing vendors at 9PM on Friday and Saturday. Food vendors, bands are playing until 10PM Friday and Saturday. People may want food and drinks! Keep this in mind.

Setup/Teardown:

Set up will not be permitted before 9am Friday, unless arrangements have been made with **Erricka ONLY**. Water Street is not closed until Friday morning, and the restaurants do serve breakfast. Tents and trailers can not be left on Water Street before Friday morning. Signage will be put up alerting people to the closing of Water Street Friday morning.

Teardown is not to take place until after the parade has finished (approximately 4pm Sunday). We can not have vehicles and trailers being moved during the parade. When arriving to set up, you must check in with a volunteer to be sure you are setting up in the correct space. You are not to set up outside of your designated area. We assign spaces to be sure we do not have 2 vendors selling similar items directly next to each other. However, if we are not told about all of the items a vendor is selling, this may still happen.

Be courteous to other vendors. Do not leave your car blocking the tent, or end of a street, for a long period of time. Unload your items and move your vehicle promptly. Bring plenty of help if you have a large amount of items or a large display.

If you leave early, you will not get priority in space for future years. All vendors are responsible for removing their own trash. Dumpsters will be provided.

There is to be no selling outside of your booth space.

Young children must be accompanied by an adult at all times.

Only one direct sales vendor per company will be allowed. (Avon, Pampered Chef, Scentsy, etc)

Activities during our festival will include, but are not limited to, games, music entertainment, food, tractor drawing, parade, petting zoo, pony rides, cow patty bingo, car show, and more.

Methods of payment include Square, cash, check, or money order made payable to Monrovia Festival Association. An invoice will be sent to you once your application is approved. You must pay the invoice within 7 days of receipt of invoice, or your space will no longer be held for you. We will send out emails in the month of August 2025 that will include maps and space numbers. You will need to check in and be shown your space upon arrival. No one is to start setup without checking in with a volunteer first.

There are always last minute changes to the maps!

Parking:

There is a parking area for tent vendors at Washington St. & Water St. ***Only one vehicle per vendor, regardless of how many spaces you have in the tent,*** will be permitted in this lot as the lot is not large enough to provide a space for every vendor! ***We can not guarantee parking for everyone.*** On Friday and Sunday there is parking in the lot where Saturday's car show is held (Sherrill's Drywall). Get there early to get a good spot. We are a small town and limited on parking while the festival is in town. Most parking is located at Sherrill's Drywall, or at the schools. Do not leave vehicles overnight, they could get towed!

Sponsorships:

We are looking for sponsorships! We have games, entertainment, a parade, art show, and more that could all use your help! Please consider a sponsorship to help make our Festival grow!

Sponsorships will get your business featured on our Facebook page, a listing on our website, and your business advertised during the Festival! If you are interested in a sponsorship, please visit the Sponsorship page for more information.

Direct any and all questions to the following Vendor Committee Members:

Erricka Jones, Vendor Committee Chairperson, (317) 370-5386,
vendor.monroviafestival@gmail.com

Bill Chapple, President, (463) 201-9152, president.monroviafestival@gmail.com

2025 Monrovia Festival Vendor Application

Please complete all of the following information:

Contact Name: _____

Business/Booth Name: _____

Mailing Address: _____

Contact Phone #: _____

Email Address: _____

Website: _____

Facebook: _____

Instagram: _____

Are you a returning vendor? (circle one)

Yes - from 2024

Yes - from 2023 or before

No, I am a new vendor

If you are returning from 2024, do you want to be in the same booth as last year? (circle one)

I prefer to be as close as possible

You can move me

Additional requests: _____

Type of vendor (circle one): Food Craft Organization Direct Sales

Other: _____

Items you will be selling: _____

Type of space requesting (circle one):

Street 10x10 - must provide own tent

How many spaces? _____

Vendor Tent 7x10

If you have a truck or trailer that will be in your space, have you accounted for the space needed for doors and/or ramps to be open? Consider the length of your trailer, including tongue, will the rear door/ramp be open? Allow space for customers to be able to walk through doors or on/off ramp.

Will you be running a generator? Yes No

Do you need electricity? Yes - additional \$15-\$20 per hookup No

How many hookups are you requesting? _____

What equipment will you be using electricity for? _____

Please email any documents and/or photos to vendor.monroviafestival@gmail.com
For example, insurance documents, photos of display/truck/trailer, Morgan County Health Department documents, Food menu, etc....

Signing below acknowledges that you have read through *all terms and conditions prior to filling out the application*. You also acknowledge that you will have someone at your booth *at all times* during the festival and will not leave early.

Signature: _____

Date signed: _____