



June 7, 2010

Greetings from the Ghouls and Ghosts of Irvington!

I would like to take this opportunity to extend an invitation to your organization to join me on **Saturday, October 30, 2010** at the 64<sup>th</sup> Annual Irvington Halloween Festival.

Each year, the Halloween Festival attracts thousands of Indianapolis residents to Washington Street to enjoy a day-long celebration of Halloween festivities. This year's event will include: screenings of vintage horror movies, haunted ghost tours, scary stories in Irving Circle Park, window paintings, contests of many sorts, children's games, arts & crafts, a costume parade, and many more Halloween-themed activities. **On the day of the festival, we typically see crowds of 8,000 or more.**

Irvington was founded in 1870 as an early suburb of Indianapolis and is a community rich in history and culture. From the winding tree-lined streets, public parks and greenways, historic homes and community spirit, Irvington has long been a unique neighborhood in Indianapolis. The Irvington Halloween Festival started as a costume parade and window painting activity in 1927 as a way to celebrate the neighborhood children.

**We'd love for you to join us for this year's celebration!**

Your organization, whether providing information, wares, food, or fun, helps us make the festival more enjoyable for everyone.

Sincerely,

A handwritten signature in black ink, appearing to read "Brian Mack". The signature is fluid and cursive, with a long horizontal stroke at the end.

Brian Mack

Co-Chairman, 2010 Historic Irvington Halloween Festival

# Information and Pricing

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## Irvington: A Brief History...

Ideally located just 10 minutes East of downtown Indianapolis, Irvington is a strong and growing community of quaint and magnificent homes located on tree-lined historic streets. Successful restaurants, coffee shops, retailers and parks all contribute to Irvington's charm. The Irvington community is founded on strong ties to its historic past and is a great place to raise a family.

## The Halloween Festival: What We Do...

The Irvington Halloween Festival has become an integral part of Irvington's history.

The festival and its associated events are designed to bring awareness to the community, to bring commerce to local business and sponsors, and to provide fun for the children of Irvington and Indianapolis.

The celebration now encompasses nearly a month's worth of events including a 5 mile run, a pageant, musicians, contests, Halloween-themed movies, storytelling, ghost tours, live theater, roller derby, a haunted puppet show and dozens of other events.

On Saturday October 30<sup>th</sup>, 2010, the final day of this year's event; vendors, sponsors and local organizations line E. Washington Street with over 130 booths. Approximately 8,000 people are expected to attend.

## Booth Space Information and Pricing

- **Date of Festival:** Saturday October 30<sup>th</sup>, 2010
- **Booth Size:** Spaces are 10ft x 10ft
- **Set-Up:** 6:30am - 8:30am
- **Festival Hours of Operation:** 9:00am – 5:00pm
- **Tear Down:** 5:00pm - 6:30pm
- **Location:** 5500-5700 East Washington Street, Indianapolis, IN 46219

### **Pricing for booth spaces are as follows**

Vendor Type	Cost	Need Electricity*	Early Discount
Food Vendor (food prepared on-site)	\$60	\$10	\$48 (+ Elec fee if applicable)
Commercial Organization / Other Type Not Listed	\$60	\$10	\$48 (+ Elec fee if applicable)
Artists / Arts & Crafts / Other Non-Profit / Political Candidates	\$40	\$10	\$32 (+ Elec fee if applicable)
Irvington Not-For-Profit Organization*** / Irvington Schools (must be headquartered in Irvington)	\$30	\$10	\$24 (+ Elec fee if applicable)

**\* Because of noise concerns, individual generators will not be permitted.**

**\*\*There will be a 20% discount for all booths purchased before July 31<sup>st</sup>, 2010, and an additional 20% discount for the purchase of 3 or more booth spaces.**

**\*\*\* Organization must be headquartered in Irvington.**

## Vendor Rules

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- **VENDOR's application is subject to review and approval prior to allowed participation in the event. We reserve the right to refuse your application. If your application is refused, we will refund your booth rental fee.**
- **Set-up is between 6:30-8:30 AM on October 30th. If you arrive before 6:30am you will be required to wait in a holding area until the site is open.**
- **Vehicle access for event tear down will only be allowed between the hours of 5:00pm-6:30pm.** Staff may adjust this timing depending on the number of people still in attendance at close of event. No vehicle access will be allowed before 5:30pm
- Vendor set-up shall be confined to the space ordered.
- VENDOR shall provide all items and utility services needed for the booth. Tables, chairs, canopies etc. WILL NOT be provided. **Electricity will be provided for an additional fee.**
- **Food vendors shall have a current Marion County food license** (Please call: 317-221-2222). For requirements, refer to the food license rules published by the Marion County Health Department.
- **VENDOR must comply with all fire, health, safety and other applicable laws, which include, but are not limited to, the following:** Post "No Smoking" sign in booth. Have a 2A-10BC fire extinguisher or 40BC if cooking food, in booth. No space heaters will be allowed in booth. Canopy fabric must have a tag indicating fire retardant or be treated with fire retardant and have affidavit meeting the current requirements in booth. All tanks (helium, compressed air, LP gas etc.) must be safely restrained or immobilized.
- VENDOR cannot sub-let or give space to another party without prior written permission from IHF.
- VENDOR shall keep his space, and area surrounding it, free of litter and trash at all times. All refuse must be disposed of properly. **Used cooking oils and grease must be removed by VENDOR and shall not be left behind in trash receptacles.**
- VENDOR shall not use public address or loudspeaker systems.
- This is a **one-day event** with **no rain date or refunds.**
- IHF reserves the right to require removal of any advertising or merchandise considered to be offensive to the family nature of this event.
- Vendor Rules may change. VENDOR is responsible for knowing, understanding, and complying with the rules that are established and available on the day of the festival.
- IHF or the Historic Irvington Community Council shall not be liable for any damage either to person or property, sustained by VENDOR or by any other persons due to the leased space or any part thereof becoming out of repair, or due to the happening of any accident on or about said leased space, or due to any act or neglect of any other VENDOR, or of any other person. This provision shall apply especially (but not exclusively) to damages caused by water, snow, frost, steam, sewerage, sewer gas or odors or by the bursting or leaking of pipes or plumbing works, and shall apply equally whether such damage be caused or occasioned by any thing or circumstances above mentioned or referred to or by any other thing or circumstances whether of a like nature or of a wholly different nature. If any such damage shall be caused by acts or neglect or the VENDOR, the Historic Irvington Community Council may at its own option, repair such damage, and the Historic Irvington Community Council shall demand VENDOR reimburse it for any amount expended. VENDOR further agrees that all personal property upon the premises belonging to VENDOR or any other person shall be at the risk of VENDOR only and that the Historic Irvington Community Council shall not be liable for any damages thereto or theft thereof.

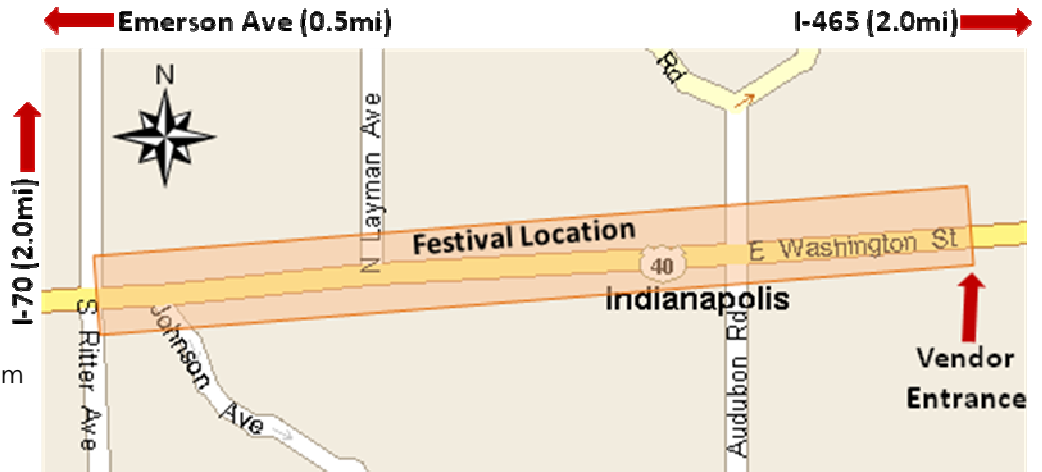
# Application and Map

**DETAILS:**

**Date:** Sat. Oct. 30th, 2010  
**Booth Size:** 10ft x 10ft  
**Set-Up:** 6:30am - 8:30am  
**Festival Hours:** 9am - 5pm  
**Tear Down:** 5pm - 6:30pm  
**Location:**  
 5500-5700 E. Washington St,  
 Indianapolis, IN 46219

**QUESTIONS:**

vendor@irvingtonhalloween.com  
 Phone/Fax: 317-713-1100



Cut off the **VENDOR APPLICATION** form at the bottom of this page and return it to the address below with your check made payable to: HICC

**\*\*BOOTHS SERVING FOOD REQUIRE A MARION COUNTY FOOD LICENSE. SEE RULES FOR INSTRUCTIONS\*\***

NUMBER OF SPACES REQUESTED: \_\_\_\_\_ I NEED ELECTRICITY \_\_\_\_\_

AMOUNT ENCLOSED (ADD \$10 FOR ELECTRICITY): \_\_\_\_\_

Contact Name: \_\_\_\_\_

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

Company / Booth Name: \_\_\_\_\_

Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Description of Booth: \_\_\_\_\_

Special Requests: (Requests will be granted if possible on a first come first served basis): \_\_\_\_\_

Signature : \_\_\_\_\_ Date: \_\_\_\_\_

(Your signature indicates acceptance of all vendor rules)

**Make checks payable to: HICC**

**Mail this form to:**

HICC  
 Attn: Halloween Festival  
 PO Box 19721  
 Indianapolis, IN 46219

Sorry, there are no refunds or rain dates.