



# ORGANIZATION/ASSOCIATION APPLICATION

Presented by Indiana Landmarks & the Old Northside

**Saturday, July 11, 2015, 8 a.m. to 3 p.m.**

Indiana Landmarks Center ♦ Morris-Butler House ♦ throughout the neighborhood  
1201 Central Avenue, Indianapolis

Last year, we welcomed over 1,900 visitors to the 3rd annual Treasure Hunt, and this year we expect 3000 visitors. The outdoor event—free and open to the public—features antique, collectible and architectural salvage dealers, live music, food vendors, and family friendly activities at the Indiana Landmarks Center campus, and y'arrrrd sales at All Saints Episcopal Church and throughout the historic neighborhood.

**Community organizations and neighborhood associations** are invited to participate in one of two ways: staff an information table to promote your neighborhood at no cost, or sell antiques and collectibles for a discounted booth fee of \$45 (see attached information and guidelines). To secure a table or booth, return form with payment if applicable **by June 1, 2015** to:

Kelly Gascoine, Morris-Butler House  
1204 N Park Ave., Indianapolis, IN 46202  
317-822-7951 Fax 317-639-6734  
kgascoine@indianalandmarks.org

Name of Org/Assn: \_\_\_\_\_

Website: \_\_\_\_\_

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

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

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

\_\_\_\_\_ Information table @ no cost

\_\_\_\_\_ 18' x 20' outdoor sales booth space @ \$45

\_\_\_\_\_ No. of additonal 6'x30" tables @ \$9  
(if reserving a sales booth)

Special requests(not guaranteed): \_\_\_\_\_

Check payable to Indiana Landmarks or call to charge (see info above)

Contact Signature: \_\_\_\_\_

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



## ORGANIZATION/ASSOCIATION INFORMATION

**Saturday, July 11, 2015, 8 a.m. to 3 p.m.**

RAIN OR SHINE

Indiana Landmarks Center, 1201 Central & Morris-Butler House, 1204 N. Park  
Indianapolis

### **Booth Spaces/Fees**

- Information table – no charge
- \$45 – 18' x 20' outdoor sales booth space
- Information tables will be located inside Indiana Landmarks Center.
- Sales booths will be located outside in Indiana Landmarks Center parking lot, Morris-Butler House yard, or on 12th Street.
- Canopies and “pop-up” tents may be erected at outside booths. Use of ground stakes is not allowed on the parking lot or the street.
- No vehicles will be allowed to remain parked at the booth space, except for load-in and load-out.

### **Tables/chairs/signage**

- One 6' x 30" folding table and one chair will be provided per information table or booth if requested. Additional tables are available to rent for \$9 each. Organizations may provide their own tables.
- Information tables and non-vintage sales tables must be covered with linens/fabric.
- Each booth includes ONE chair. You must supply additional chairs needed in your booth.
- Your organization is responsible for your own signage.

### **Electric**

- Electric is available only for inside booths. No electric is available for outside booths.

### **Set-up**

- Saturday load-in will begin at 6:30 a.m. and must be completed by 7:45 a.m. Friday afternoon load-in also will be available.
- Vehicles must also be moved from the booth areas by 7:45 a.m.
- Admission for the public will begin promptly at 8:00 a.m.

### **Tear-down**

- Booth tear down may not begin until event ends at 3:00 p.m.
- Vehicles will not be allowed into the vending areas until the public has vacated.
- All booth spaces should be free of trash and debris after the show.
- Vendors must remove bulk trash, packaging materials and large debris they generate (Indiana Landmarks' dumpster is not available to vendors for these materials).

### **Vendor Parking**

- No vehicle parking will be allowed at the booth sites.

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- Parking for booth and information table staff is available on nearby streets and parking lots.

## Acceptable Sale Merchandise

- All merchandise must be an antique or vintage items not currently in production. Items may include furniture, home accessories, linens, fine art, fine jewelry, vintage/collectible toys and games, china, glassware, and silver.
- No flea market or new merchandise permitted.
- *We reserve the right to remove from display any and all items not meeting these standards.*

## Organization/Association Obligations

- Information tables must be staffed for the entire duration of the event, 8 a.m. - 3 p.m.
- All merchandise should be clearly priced. We recommend that vendors offer/issue sales receipts to customers as requested.
- All tables should be covered with linens/fabric.
- Vendors are responsible for all applicable state and local taxes and licenses.

## Fee Payment

- Fee payment for booths must be submitted with application form.
- In order for a organization/association or vendor to be listed in the event program, we must receive application form and fee payment if applicable **by June 1, 2015.**
- If we receive a application form and payment received after June 1, the organization/association will appear on Indiana Landmarks' website but we cannot guarantee listing in the event program.
- All application forms and payments must be received by July 1, 2015 in order to participate.
- Make checks payable to **Indiana Landmarks.**

## Cancellations

- Cancellations received by July 1, 2015 will receive a fee refund.
- Cancellations received after July 1, 2015 will not be refunded.
- No weather related refunds will be given.

## Liability

- Indiana Landmarks assumes no responsibility for losses or injuries for any reasons.

**Questions about table or booth registration or the event? Contact:**

**Kelly Gascoine**

317-822-7951 [kgascoine@indianalandmarks.org](mailto:kgascoine@indianalandmarks.org)



INDIANA LANDMARKS