



2022 Friday Night Live Rules & Regulations

A completed and signed application, which is required to be considered for admittance to any of the 2022 Friday Night Live events, indicates that the vendor has read and agrees to abide by these Rules & Regulations. Please read this document thoroughly before submitting your application. Questions or concerns? Contact Events Director Brett Binversie at 219-362-2325 or bbinversie@cityoflaportein.gov.

Location & Time:

Friday Night Live events take place along Monroe St. between Lincolnway and State St. from 6-10 p.m. on each scheduled date.

- Setup will occur between 4-5:30 p.m. Vehicles must be cleared from the event area no later than 5:30. All vendors are expected to be ready to sell promptly at 6 p.m.
- Vendor booth assignments and vendor parking instructions will be emailed by the Event Director no later than 12 hours prior to set-up on event date.
- Vendors are required to remain open for the entire duration of the event. Early tear down is NOT permitted. The event will end promptly at 10 p.m. Any vendor who tears down without prior approval from the Event Director may not be allowed to return to future events.
- No Call/No Shows may not be allowed to return to future events. Refunds will not be given to vendors who fail to show without first calling the Event Director.
- The events are held rain or shine. Cancellations due to severe weather are to be made at the discretion of the Event Director. Should an event be cancelled, vendors will receive a full refund.

Rules & Regulations:

- Power is not guaranteed for all vendors. If you require power for your setup, you must notify the Event Director at the time of application.
- There is no guarantee of exclusivity of your product line/service.
- You are expected to be present and provide your product/service for the entire duration of the event.
- All vendors are responsible for collection of their own sales tax.
- Vendors are responsible for their own booth set up including tables, chairs and display items. All items must fit entirely inside the designated 10' x 10' space.
- Lessee will maintain and show proof of liability insurance in a minimum amount of \$1,000,000 aggregate, \$500,000 per occurrence and the City of La Porte further held harmless and named as an additional insured for any act or occurrence resulting from the vendor, its employees, agents or assigns. A copy of the policy shall be provided to the Event Director.



50s Cruise In Vendor Application
Friday, June 17, 2022

Contact Full Name: _____

Business Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____

Facebook/Website: _____

Description of items to be sold: _____

I certify that all information provided in this application is correct, and that I have read and agree to abide by the 2022 Friday Night Live Rules & Regulations.

I agree to conduct myself in a professional manner with respect to my neighbors, volunteers, customers and the City of La Porte. I fully understand that should the Event Director find fault with my product or conduct, it is my responsibility to correct it or vacate the premises without refund or incident.

I agree to indemnify and hold harmless the City of La Porte and its employees, volunteers, and private property owners from any loss or liability that may arise as a result from my entry in the event.

Signature

Date

In addition to completed application, please submit the \$35 vendor application fee, 3-5 product/display photos, and proof of liability insurance (listing the City of La Porte as an additional insured). All vendor applications will be reviewed for eligibility by the Event Director. Any vendor who cannot be accepted will be refunded.

Mail Application, Fee & Photos to:
La Porte Civic Auditorium
1001 Ridge St.
La Porte. IN 46350

For more information, contact:
Brett Binversie
(219) 362-2325
bbinversie@cityoflaportein.gov