



OCTOBER 11&12, 2024

11 A.M. – 10 P.M. BOTH DAYS

INTERNATIONAL BAZAAR VENDOR APPLICATION

DEADLINE: AUGUST 30, 2024

Business Information

Business Name: \_\_\_\_\_ Application Date: \_\_\_\_\_
Country Represented: \_\_\_\_\_
Contact Person (Mr. / Ms.): \_\_\_\_\_
Address: \_\_\_\_\_
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_
Work Phone: (\_\_\_\_) \_\_\_\_\_ Home Phone: (\_\_\_\_) \_\_\_\_\_
Day of Event Phone (required): (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_
Email Address (required): \_\_\_\_\_

Space Request (Note: This is an outdoor, rain or shine event.)

Number of Booths\*: \_\_\_\_\_
For Profit (\$350/Booth): Yes No
Not-for-Profit (\$250/Booth): Yes No
Not-for-Profit Federal Tax ID: \_\_\_\_\_

\*One booth = 10' x 10' (approximate size) tent-covered space

Product Listing

Please submit a basic list of merchandise you intend to sell during Ethnic Expo. This information will be used by the Marketing Committee for the purpose of advertising and promotion. High resolution photos of merchandise may be emailed to jcoffman@columbus.in.gov for website and social media promotion.

Please Note: According to Bartholomew County Health Department, Bazaar Vendors are NOT allowed to cook onsite and serve food products out of their tent(s) without proper permit. If you are interested in preparing and serving food, please apply as a food vendor.

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Items intended for sale (attach additional sheet if needed): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Typical price range: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Electricity**

**Electricity is available in 110 volts only. All vendors are required to supply all of their own electrical material (heavy duty power cords, power strips, etc.) to the electrical source. No octopus plugs may be used. No televisions or portable heaters are permitted.**

Electricity required:  Yes  No

My booth will be bringing the following items require electricity (check all that apply):

- Additional lighting
- Cash register
- Other (please be specific): \_\_\_\_\_
- Music
- Computer

**Lighting**

Vendors may bring additional lighting for their booth(s). **Please Note: Only LED and fluorescent bulbs are permitted. No halogen or incandescent bulbs.**

**Insurance**

All vendors will be required to provide a general liability certificate or personal liability certificate along with the booth rent payment, if the vendor is approved for participation at the Columbus Ethnic Expo. The liability coverage shall be 1mm for single occurrence and 2mm for aggregate coverage.\* It shall name the city of Columbus, its employees and officials as an additional insured. The issuing insurance company shall have an A.M. Best rating of B++ or better.

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If a policy has no annual aggregate (such as a farm policy or homeowner policy) that also will satisfy the liability requirements as listed above. A notation in the comment section of the certificate indicating the policy in question has no aggregate is sufficient.

**All insurance general liability certificates must be received by Friday, September 6, 2024.**

**Sustainable Event**

**Ethnic Expo has made a commitment to become a sustainable event.** We are taking steps to reduce waste, especially food waste, with recycling, composting, and more importantly, education.

**I acknowledge this goal and will support it to the best of my abilities:**      Yes                      No

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**NOTE: Ethnic Expo reserves the right to accept or reject any applicant based on the authenticity, country duplication, space availability, or quality of products. Political, religious, or commercial displays and/or advertisements are not allowed.**

**Do not** include payment at this time. This is only an application; it does not guarantee a space will be offered. The Ethnic Expo Committee will notify you of your acceptance or denial no more than 60 days after application submittal.

**Mail Application To:** Ethnic Expo, 123 Washington St, Columbus, IN 47201

**Or Email Application To:** [jcoffman@columbus.in.gov](mailto:jcoffman@columbus.in.gov)

**Signature of Applicant:** \_\_\_\_\_