



October 10 & 11, 2025
Friday & Saturday
11 AM to 10 PM

International Market Vendor Application

DEADLINE: AUGUST 15, 2025

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

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.

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 5, 2025.



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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.

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	<input type="checkbox"/>	Music	<input type="checkbox"/>
Cash register	<input type="checkbox"/>	Computer	<input type="checkbox"/>

Other (please be specific):



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Lighting

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

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

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, c/o Jody Coffman, 123 Washington St, Columbus, IN 47201

Or Email Application To: jcoffman@columbus.in.gov

Signature of Applicant: _____



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Indemnification Agreement

PLEASE READ THIS AGREEMENT BEFORE SIGNING

The undersigned Vendor, its employees, agents and volunteers, hereby agree to hold harmless the City, its agents, employees, assigns and each of them from any loss, liability, damage or costs they may incur due to the presence of the undersigned in or upon the City's property, whether caused by the negligence of the City, its agents, employees, assigns or otherwise, arising from participation in the Ethnic Expo 2025 to be held in Columbus, Indiana, October 10 & 11, 2025.

Name of Organization (if applicable)

Signature

Name (printed)

Email Address

Address

City, State, Zip Code

Area Code and Telephone Number



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Market Rules and Regulations

1. **EVERY APPLICATION CONSIDERED IN ORDER RECEIVED.**
2. **Rental fee provides a covered area of approximately 10' by 10' (single), two 6' tables and two chairs. The vendor may bring additional tables to be used at the back of the booth for storage. Space is marked pole-to-pole.**
3. **Booth space will be assigned at the discretion of the Vendor Committee. Location is final and non-negotiable.**
4. **Items sold in your booth must be authentic and made in the country you represent.**
5. **All booths must be set-up by 10:00 a.m. Friday morning, October 10, 2025. All vehicles must leave one lane open to traffic while setting up. No vehicles will be allowed on the street until the closing hours of the festival. Any vendor, who chooses to drive their vehicle on the sidewalks or through the festival area at an unauthorized time, may not be invited to participate in future festivals. THIS IS FOR THE SAFETY OF ALL OF US!**
6. **At the request of our Public Safety personnel, vendors may only extend three feet (3') in front of the booth. We do not allow pop-up tents or additions to the existing booth space. Any wares displayed at ground level must stay within the three feet limit. Violators will be charged \$100. No exceptions.**
7. **Country specific decorations for all booths are encouraged. Decorations must be fire resistant. At least one person must wear ethnic dress and it is suggested that everyone working in your booth wear a visible article/articles to represent your respective country, i.e. hat, sash, scarf, suspenders, etc. Music, dancing, and demonstrations that represent the cultural heritage including interaction with the crowd are also encouraged.**
8. **Electricity is available for registers, lighting, and music. No televisions or portable heaters are permitted. No cooking. Electricity is available in 110 volts only. Cords must be HEAVY DUTY and should have at least a #12 conductor. No octopus plugs may be used.**
9. **Only LED and fluorescent bulbs are permitted. No halogen or incandescent bulbs.**
10. **The booth must be manned during all open festival hours.**
11. **No trash pickup after 11:30 p.m. each night.**
12. **Nothing may be left on-site following the festival. Any vendor failing to completely clean up their booth area will be required to pay a clean-up fee of \$50, as well as a cleaning deposit (if accepted for participation) for the following year's festival.**
13. **Each vendor must provide his or her own washable table cover (made of heavy plastic) and leave their area free of trash and litter at the conclusion of the festival.**



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- 14. No advertising of products other than the business of your booth. Product boards must be placed at the back of the booth. Booth signage must be quality painted or printed signs and be professional looking. The Festival committee has the right to request the removal or replacement of non-professional signage. The Festival committee has the right to request the removal or replacement of non-professional or inappropriate signage.**
- 15. Political, religious or commercial displays and/or advertisements are not allowed.**
- 16. No pets allowed. Service animals only**
- 17. The customer is always right! If a vendor cannot come to an agreement with a customer, please refer them to the Information Booth. The customer/guest should have a positive experience at the festival. We want them to come back and bring their family and friends.**
- 18. If vendors have a problem with their booth during Expo, please report this matter to the festival officials at the Information Booth so they can contact a representative of the Ethnic Expo Board.**
- 19. Our refund policy is as follows: Upon given written notice, a vendor may cancel or withdraw from Expo and may receive a full refund 30 days prior to the event OR until tents and/or other supplies have been ordered for which Ethnic Expo is responsible for payment. No refunds will be given after tents and/or other materials have been ordered. If vendors need any supplies such as tape, scissors, use of a telephone, etc., these items are available at the Information Booth. Please do not ask for these items at any of the surrounding businesses.**
- 20. Security will patrol the grounds; however, neither the festival management, the sponsors, nor the City of Columbus can assume responsibility for damages or theft.**
- 21. Ethnic Expo reserves the right to accept or reject any applicant based on the authenticity, country duplication, space availability, or quality of products.**
- 22. All rules included in your application as well as those mentioned above WILL be enforced. Failure to comply with these rules may result in immediate closing of your booth and/or not being invited to participate in future festivals.**