

# Old Court Days Policy

Website: [www.pilotclubofmadison.com](http://www.pilotclubofmadison.com)  
Email: [PilotClubOfMadisonIN@yahoo.com](mailto:PilotClubOfMadisonIN@yahoo.com)

## Booths to Be Open

Friday 11:00 am- 6:00 pm (close later at vendor's discretion)  
Saturday 9:00 am -6:00 pm (close later at vendor's discretion)  
Sunday 10:00 am- 4:00 pm

**All vendors must check-in at The Pilot Club of Madison information booth, located in the parking lot off of Second Street and Jefferson upon arrival.**

## Set-Up

Thursday from 6pm - dark (10pm) and Friday from 7:30am - 9:00am. For safety purposes, vendors MUST arrive in sufficient time to completely set-up within these time frames. No vehicles permitted in vending area after 9:00am Friday. **All vehicles must be moved away from tents and moved to public parking.** You are asked not to block any vehicles when setting up or you will be subject to being towed at your expense.

## After Hours Check-In

If a vendor arrives within reason after schedule set-up times, the Pilot Club will be notified. It will be up to the discretion of the Pilot Club whether or not they choose to check in the vendor and allow set-up.

## Deadline for applications and payment

Spring Show: Must be postmarked by May 15th                      Fall Show: Must be postmarked by September 15th

**Check or money order MUST accompany application ~ NO credit cards accepted.**

### **Make checks payable to:**

The Pilot Club of Madison  
P.O. Box 313  
Madison, IN. 47250

## Fees and spot assignment

**Vendor spot assignment** is at the sole discretion of The Pilot Club and we will make every effort to accommodate vendor requests/preferences. We cannot guarantee vendor exclusivity. **If vendors want the SAME spot for the next show**, vendors MUST pay prior to the close of event on Sunday. (e.g. during "Spring" Old Court Days to reserve the SAME space for "Fall", during "Fall" to reserve the SAME space for "Spring".) Please indicate on application if you are holding a spot, but not attending.

Booth space will be \$100 for a 10x10 space for a total of 3 days - Friday, Saturday and Sunday. Electric and water is limited; there is an additional charge, see application.

## Tax Rate

Each vendor is responsible for collecting Indiana State Tax on all sales made. Indiana Department of Revenue agents may be present at the festival.

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## Advertising

We advertise in antique and craft journals, newspapers, radio, and tourism brochures. All items for display and/or sale are subject to approval by The Pilot Club Committee. No obscene material will be accepted.

## Cancellations

Absolutely no refunds will be given after deadline for applications. No rain dates. The Old Court Days is a rain or shine event.

## Security

Old Court Days is within the jurisdiction of the Madison Police Department and the Jefferson County Sheriff's Department. As such, there are general car patrols along Main Street and festival area.

**The Pilot Club of Madison is not responsible for lost, damaged or stolen items under any circumstances.**

## General Information

1. No pets allowed, except service animals only.
2. Absolutely No Illegal Items, Obscene Material, Controlled Substances, Drugs, Drug Paraphernalia. No Alcoholic Beverages, Guns, Ammunition, Fireworks, Projectiles, Stink Bombs, etc. These restrictions will be strictly enforced.
3. Limited electric is available. A *small* generator (non-invasive/quiet) is acceptable. Limited water is available, both for an additional fee. Please see application.
4. The Pilot Club reserves the right to remove all unauthorized vehicles at the owner's expense.
5. Each vendor is responsible for his or her own property, including clean-up of space after show. You must remove all large plastic containers. All cardboard boxes must be broken down. Empty dirty water in the GREY water holding tank, located at south end of parking lot by electric service. **Absolutely NO cooking oils/grease should be left behind nor deposited in GREY water reservoir.**
6. Vendors must be open between the hours of 11am to 6pm Friday, 9am to 6pm Saturday and 10am to 4pm on Sunday; Early tear down may be subject to a \$10 charge (at Pilot Club discretion)
7. The State Fire Marshall may check equipment for safety and compliance with codes.
8. **Food Vendors only (including those distributing food samples) must contact Jefferson County Health Department (812) 273-1942, at least 10 days prior to festival to obtain a valid food permit and the vendor responsibilities for this event. *Food Vendors without valid permits may face fines up to \$500.***
9. Selling is to be confined to the designated booth space. No roaming throughout the festival is allowed.
10. Your booth must be kept neat, clean and safe for patrons.

**ANY VENDOR NOT ADHEREING TO THE ABOVE CONDITIONS OR ANY OTHER DIRECTIONS GIVEN BY A PILOT CLUB MEMBER, MAY BE ASKED TO LEAVE THE SHOW and will NOT be entitled to refund for booth space.**