

**PAM ADAMS**  
Parke County Auditor  
116 West High Street, Room 104  
Rockville, IN 47872  
(765) 569-3422 Fax (765) 569-4037

Dear Vendor:

**PLEASE READ THE FOLLOWING CAREFULLY!**

**The 2017 Covered Bridge Festival will be October 13th-22nd, 2017. There are no fee changes to the 2017 Parke County Special Events License (TML).**

Please complete the application in **FULL**. **Incomplete applications will not be processed and will not be returned to you by mail. Applications without the proper and/or applicable fee(s) included will not be processed.** Please read the lower section of the application for fees.

The license fee for each TML for the Parke County Covered Bridge Festival will be \$100.00 plus a \$20.00 processing fee if applicable (see below for details). There is no cost for any other event or festival in Parke County however, a TML is required for any event or festival within this County.

**In addition**, any vendor participating in the Parke County Covered Bridge Festival (except qualified Indiana Veterans) **who do not pay Parke County real property taxes and/or reside in Parke County** will be required to pay a \$20.00 processing fee for each TML. To be exempt from the processing fee, applicants will need to either present a copy of their Parke County property tax bill or write their Parke County parcel number in the area above the fee space on the application.

**Qualified** Indiana Veterans are exempt from the license fee and the processing fee; however, will be assessed a \$50.00 penalty (see below) if their application is received after September 30th, 2017. This is an **Indiana Statute** (IC 25-25-2-1), therefore you **must be a resident** of the State of Indiana in order to qualify, **and applicants must provide a copy of their DD-214 to get the Veterans exemption.**

**ALL** Parke County Covered Bridge Festival vendors will be assessed a \$50.00 penalty for any application postmarked or received after **September 30, 2017**. **If the proper and/or applicable fees are not included with the application prior to September 30, 2017 the application will be considered late and the late penalty will apply.**

If a vendor has more than one booth or space in different locations, a TML is required for each location. If a vendor has two booths in the same structure (building, barn, store, etc.) only one TML is required. A structure is not considered to be a tent, parking lot, or any open area.

Payment of the cost for the TML, the processing fee, and any late fee must be submitted in the form of a **Money Order, Cashier's Check or Cash. NO BUSINESS CHECKS OR PERSONAL CHECKS WILL BE ACCEPTED.** Please make money orders or cashier's checks payable to the Parke County Auditor.

(over)

Please complete Sections A and B of the Transient Merchants License Application. **Incomplete applications will not be processed and will not be returned by mail.** Please read the section titled ‘Representations and Promises’ carefully. Sign and date the application before returning the entire application with any applicable payment to the Parke County Auditor at the address listed on the application.

**\*\*\*NO TML’S WILL BE MAILED AFTER SEPTMEBER 22, 2017. They will be held for pick-up at our booths in Mansfield and Bridgeton or at the Auditor’s Office in the Parke County Courthouse located in Rockville (depending on the location of your booth or space).**

There are **NO REFUNDS** for a TML. Lost or forgotten TML’s may be replaced for a \$5.00 fee.

**Food Vendors:** A Food Permit from the Parke County Health Department is required. The telephone number to contact the Parke County Health Department is 765-569-6665. Note: Food vendors must obtain a TML **and** a Food Permit.

**Not for Profit Organizations:** Please provide your organization’s **not for profit number** in the space provided on the application.

**Handmade exemptions:** All items for sale in your booth must be handmade to qualify for the exemption. Transient Merchants claiming an exemption from the cost of a TML will need to refer to the Handmade Definition (included) for information regarding the types of items that will and will not qualify. Vendors who do not reside in Parke County or pay Parke County property taxes are not exempt from the \$20.00 processing fee.

**ANIMALS:** Parke County Ordinance 2009-02 states ‘That it shall be **unlawful** for a Transient Merchant **to sell, keep with the intent to sell, or otherwise dispose of** to another person any live animal, reptile, amphibian or crustacean during the month of October. Any Transient Merchant who violates this Ordinance commits a Class C Infraction that has a maximum possible penalty up to \$500.00.

**Any Transient Merchant who intends to sell or keep with the intent to sell or otherwise dispose of any live animal, reptile, amphibian or crustacean WILL NOT be issued a TML. Any Transient Merchant who has already been issued a TML that violates this Ordinance SHALL have their license revoked.**

If you have any questions, please contact the Parke County Auditor’s office at the telephone or e-mail address listed below.

Sincerely,

Jessica Lancaster  
765-569-3422  
TML Coordinator  
tmlinfo@parkecounty-in.gov