



December 14, 2019

12pm – 4pm

2019 Holiday Market Vendor Application

We invite you to participate in our annual community-wide celebration on Saturday, December 14, 2019.

Business Name: _____
(Used for Advertising)

Contact Person: _____ **Phone:** _____

Email: _____

Business Address: _____

Website: _____
(This can include Facebook, Etsy, Etc.)

Please describe your products in 10 words or less.

Please list all items to be sold at this event.

VENDORS ARE PROHIBITED FROM SELLING ANY ITEMS NOT LISTED IN THIS AGREEMENT

Please check those that apply to your business:

Vendor Category: ☐ \$50 Arts/Crafts ☐ \$25 Non-Profit ☐ \$100 Food

Requested Number of 10x10 Spaces: ☐ 1 ☐ 2

Vendors must send at least two photos of your display at a previous show, as well as a photo of the items you are wishing to sale (or a link to a social media site or website that shows photos). This agreement will not be deemed complete unless all sections are complete and all required documents are submitted, along with payment in full. Vendors will be juried and will need approval before acceptance into the Festival. Vendor will receive email confirmation of acceptance.

214 East Center Street | Nazareth, PA 18064 | 610.759.5070 | www.moravianhistory.org



Festival Policies & Regulations

1. All vendors must move in on **Saturday, December 14, 2019** from **8am – 11am**. NO EXCEPTIONS! After setup, vendors should park their vehicles far enough away from the festival grounds to allow parking for patrons.
2. Vendors are encouraged to bring hand carts to transport product to their booth during setup and breakdown.
3. Booth spaces are 10' x 10'. Vendors are not allowed to set anything up in front, behind, or beside the allocated space. Should your booth require additional space, a second booth must be purchased.
4. Vendor is to provide their own table and tent, chairs, and any other items needed.
5. **This is an outdoor event: The festival goes on rain, snow, sunshine or wind.**
6. No items may be attached to the buildings, trees or anything else on the property.
7. The Moravian Historical Society will notify the vendor of their tentative booth location via email one week prior to the festival. The Moravian Historical Society reserves the right to reassign vendor spaces at any time.
8. Booths may not be removed without permission from the Events Manager.
9. Vendors are required to have their booths open until **4pm**.
10. Vendors are responsible for collecting and reporting their own taxes.
11. Vendors agree to make no claim for any reason against event coordinators for loss, theft, damage, or destruction of goods, nor for injury to themselves, employees, volunteers or visitors incurred at the event.
12. Vendors shall exhibit, sell, or give away only merchandise, literature, and services specified in the application. Vendors shall not sell or give away food or beverages without prior approval.
13. Vendors must have signage clearly identifying the name of the vendor. Food vendors must have signage clearly listing food offerings, prices, and potential allergens.
14. The Moravian Historical Society reserves the right to accept or decline any applications at its discretion.
15. Vendors cannot sublet, assign, donate or trade spaces.
16. No coupons may be given out from your booth for any business not directly affiliated with your booth.
17. No generators will be allowed. This includes both gas and propane.
18. No sound amplification may be used unless agreed to in writing with the Moravian Historical Society not later than 14 days prior to the Festival.

REFUND: This event is a fundraiser for the Moravian Historical Society; the vendor acknowledges and agrees that the Moravian Historical Society shall not be obliged to issue refunds under any circumstances on vendor space rental. The Moravian Historical Society is not liable or responsible for delays, cancellation, or postponements of the festival or events within the festival due to inclement weather, war, government action, strikes or other matters beyond its control.

By signing this application, you are confirming that you have read and fully understand and agree to the terms within the vendor application, will abide by the rules or risk being removed from the festival grounds.

Business Name _____

Applicant Signature _____

Date _____

Total Enclosed: \$ _____

Checks are payable to the Moravian Historical Society.

Check One: ☐ Visa ☐ MasterCard

Card Number _____

Expiration Date _____ CV Code _____





December 14, 2019

11am – 4pm

HOURS OF FESTIVAL

December 14, 2019

Vendor Move-In: 8am – 11am

Festival Open: 11am – 4pm

Vendor Move-Out: 4pm

APPLICATION

- Application Deadline: November 30, 2019
- Only fully completed applications with payment in full for booth rental will be accepted.
- Please submit three photographs showing both your display and materials sold. Photos will not be returned.
- Application may be mailed or emailed to events@moravianhistory.org

BOOTHS

- Vendor spaces are sold in 10' x 10' increments. See attached information regarding guidelines and pricing.
- Participants are expected to bring their own display booth, display racks, and materials.
- Electrical access is very limited on the historic property and arrangements must be made in advance for the limited number of electrical outlets.

SELECTION

- Each application will be reviewed and judged by the event staff on a rolling basis and in a timely manner. The Moravian Historical Society reserves the right to limit the number of vendors qualifying for each category i.e. jewelry, photography, etc. and will continue to accept applicants meeting the selection list until all vendor locations are full.
- Vendor payments will not be deposited until acceptance is granted. Upon acceptance, email confirmation will be sent to the contact listed on the application. Unapproved vendors will have their undeposited checks mailed back.

SET-UP

- Vendor set-up is only allowed Saturday, December 14, 2019 from 8am – 11am.
- Unload and move your vehicle before you begin your booth set-up.
- All vendor vehicles must be removed from Center and New Streets by 11am to allow parking for festival patrons.

MOVE-OUT

- The festival will end at 4pm on Saturday, December 14, 2019.
- No items may be moved out until 4pm on Saturday, December 14, 2019.

SECURITY

- Damage or loss will be the responsibility of the vendor and not the Moravian Historical Society.
- Event staff will visit all booths and retain the right to remove undesirable items that were not included on your application.

