



June 8, 2019: 9 a.m. – 3 p.m.

We invite you to participate in our annual Arts & Crafts Festival!

HOURS OF FESTIVAL

Vendor Move In: 7 a.m. – 9 a.m.

Festival Open: 9 a.m. – 3 p.m.

Vendor Move Out: After 3 p.m.

APPLICATION

- Application Deadline: May 25, 2019
- Only fully completed applications with payment in full for booth rental, etc. will be accepted.
- **ALL** vendors must submit three photographs showing both your display and materials sold. Photos will not be returned.
- All new vendors must submit three references (personal or business) including names and addresses.
- **No refunds on vendor fees will be offered under any circumstances.**

BOOTHS

- Vendor spaces are sold in 10' x 10' or 10' x 25' VIP spaces. See attached information regarding guidelines and pricing. VIP spaces include parking on site and use of indoor bathrooms (a limited number of VIP spaces are available).
- Participants are expected to bring their own display booth, display racks, and materials.
- Electrical services must be requested on the attached application and submitted with payment in full and are for use with approved vendors only.
- Vendor booths will be located on the lawn of the Moravian Historical Society.
- ***If festival is moved indoors, MHS reserves the right to modify booth space as necessary.***

SELECTION

- Each application will be reviewed and judged by the event staff 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.
- The majority of a vendor's items must be hand-made.
- 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 checks returned.
- Booth space will not be assigned until **June 1**.

SET-UP

- Vendor set-up is only allowed Saturday morning between **7 a.m. and 9 a.m.**
- Unload and move your vehicle before you begin your booth set-up.
- All vendor vehicles must be removed from Center and New Streets by 9am to allow for parking for festival patrons.

MOVE-OUT

- The festival will end at **3 p.m.**
- No items may be moved out before **3 p.m.**

SECURITY

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

VENDOR FEES:

Hand-Made Arts/Crafts

10' x 10' Booth Fee: \$50 (Early Bird Special), \$60 (Regular), \$70 (Last Minute)

10' w x 25' d VIP Booth Fee: \$120 (Early Bird Special), \$130 (Regular), \$140 (Last Minute)

- Only arts/crafts that are made by the artist only will be considered hand-made.
- The Moravian Historical Society reserves the right to determine if a product should be listed as hand-crafted or commercial.

Non-Profit Vendor

Booth Fee: \$40(Early Bird Special), \$50(Regular), \$60 (Last Minute)

- Non-profit vendors include civic, community, church, and educational organizations with recognized non-profit status.
- Non-profits may sell arts and crafts, food, or distribute literature.
- MHS reserves the right to request proof of non-profit status.
- Booth must be staffed and operated by the non-profit group members.
- You cannot hire or arrange services from a for-profit organization to manage this space.
- 100% of all profits must go to the non-profit group.
- If food will be sold, menus must accompany application. Only items listed on application can be served unless approved in writing 30 days prior to the festival.

Commercial Food/Beverage

Booth Fee: \$140(Early Bird Special), \$150(Regular), \$160 (Last Minute)

- Menus must accompany application. Only items listed on application can be served unless approved in writing 30 days prior to the festival.
- All vendors new to the festival must include 3 references including name, address, and phone number.
- Photos must accompany vendor application. Photos should include pictures of both space and items sold.
- If electrical is needed for your booth, you will be required to purchase that separately. See application.
- All commercial food vendors will be required to provide a COI listing MHS as additionally insured.

ELECTRICAL SERVICES

Electricity Charge: \$30 (Due to a limited amount of electricity available.)

NOTE: Because power must be shared with other vendors and temporary power loss at such events is not uncommon, participants should be prepared for occasional power issues such as surges, outages, etc. Proper action should be taken by the vendor to protect any sensitive equipment with surge protectors, etc. No electrical cords or lights will be provided by the Moravian Historical Society.

Vendors will be given specific locations with electric access based on their electrical request and payments. Outlets will be checked throughout the festival. Unauthorized electrical connections will be unplugged and the vendor will risk being asked to leave the grounds.



2019 Arts & Crafts Vendor Application
Saturday, June 8, 2019
214 E. Center St. Nazareth, PA 18064



We invite you to participate in our annual Arts & Crafts Festival!

Business Name: _____
(Used for advertising)

Contact Person: _____ Phone: _____

Email: _____
(Email is our primary method of communication)

Business Address: _____

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

Please describe your products in 10 words or less.
(Used for advertising)

Three horizontal lines for describing products.

Please list all items to be sold at this event.

(Vendors are prohibited from selling any items not listed here. The majority of a vendor's items must be hand-made.)

Three horizontal lines for listing items to be sold.

Please check those that apply to your business:

Early Bird Vendor Specials September 12 – December 31

- Checkboxes for \$50 Arts/Crafts 10X10 space, \$120 VIP 10wX25d space, \$40 Non-Profit 10X10 space, \$140 Commercial Food.

Regular Vendor Prices January 1 – April 30

- Checkboxes for \$60 Arts/Crafts 10X10 space, \$130 VIP 10wX25d space, \$50 Non-Profit 10X10 space, \$150 Commercial Food.

Last Minute Vendor Prices May 1 – May 25

- Checkboxes for \$70 Arts/Crafts 10X10 space, \$140 VIP 10wX25d space, \$60 Non-Profit 10X10 Space, \$160 Commercial Food.

Requested Number of 10x10 Spaces

1 2 3

Request Number of 10x25 Spaces (VIP)

1 2

Handicapped Parking *

No Yes

Electricity (Additional \$30) Limited Supply

No Yes

* Located on streets adjacent to the festival site.

Vendor fees are non-refundable.

Vendor Category (check all that apply):

- Jewelry (silver)
 Jewelry (general)
 Pottery
 Food Products
 Photography
 Paintings
 Pottery
 Wood Working
 Yard Decor
 Reclaimed Wood
 Furniture
 Soaps
 Glassware
 Ornaments
 Clothing
 Children's Items/Toy
 Other (please list) _____

We do not host direct sales vendors. (LuLaRoe, Paparazzi, etc.)

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

Business Name

Applicant Signature

Date

**ALL Venders must include or e-mail three photos of your display at a previous show and all items to be sold.
New vendors may include or e-mail photos of an at-home setup and all items to be sold.**

Total Enclosed: \$ _____ Checks made payable to the Moravian Historical Society.

Credit Card Type _____ Card Number _____

Expiration Date _____ CV Code _____ Zip code _____

Festival Policies & Regulations

1. All vendors must move in on **Saturday, June 8, 2019** from **7 a.m. – 9 a.m.** NO EXCEPTIONS! You will be given a map showing the entry point into the Festival within the vendor packet. Festival staff will be available to assist with proper location set-up. After setup, vendors should park their vehicles far enough away from the festival grounds to allow parking for patrons. **Vendors who attempt to move in earlier than the designated time will be escorted off Festival grounds and not allowed to return. All vendor booth fees paid will be forfeited.**
2. Vendors are encouraged to bring hand carts to transport product to their booth during setup and breakdown. There is no on-site parking except for VIP booths.
3. Booth spaces are 10' wide x 10' deep. Vendors are not allowed to set anything up in front, behind, or beside the allocated space even if that space is unsold. Should your booth require additional space, a second or third booth must be purchased.
4. The VIP space is 10' wide x 25' deep (which allows a car to be parked directly behind your space.) VIP booth spaces include on-site parking and the use of indoor bathrooms.
5. No items may be attached to the buildings, trees or anything else on the property.
6. The Moravian Historical Society (MHS) 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.**
7. Booths may not be removed early the day of the festival without permission from MHS.
8. Vendors are required to have their booths open until **3 p.m.** Vendors must staff their exhibits during the entire event from **9 a.m. – 3 p.m.** Vendors will not be allowed to leave if they run out of product during the event.
9. The festival goes on rain, snow, sunshine, or wind. In case of inclement weather, by 8pm the night before the festival our voicemail (at 610.759.5070) and our Facebook page (facebook.com/moravianhistoricalsociety) will reflect where the festival will be held: at MHS or at a nearby indoor location.
10. **MHS reserves the right to reduce booth dimensions as necessary in the event of inclement weather and an indoor event.** Vendors are encouraged to visit our Facebook page to view regular updates. Food vendors will be cancelled, and refunds will be issued. No other refunds will be given for any reason.
11. Vendors must bring their own tents, tables, chairs, electrical cords, and any other items needed.
12. Vendors are responsible for collecting and reporting their own taxes.
13. Vendors agree to make no claim for any reason against MHS for loss, theft, damage, or destruction of goods, nor for injury to themselves, employees, volunteers, or visitors incurred at the event.
14. 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 by MHS.
15. Vendors must have signage clearly identifying the name of the vendor. Food vendors must have signage clearly listing food offerings and prices.
16. MHS reserves the right to accept or decline any applications.
17. Vendors cannot sublet, assign, donate, or trade spaces.
18. No coupons may be given out from your booth for any business not directly affiliated with your booth.
19. No generators will be allowed without prior approval. This includes both gas and propane. Unless otherwise specified, the only power source allowed will be from services contracted through MHS.
20. No sound amplification may be used unless agreed to in writing with MHS.
21. **REFUND: Vendor acknowledges and agrees that MHS will not issue refunds under any circumstances. MHS 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.**

Please forward payments and questions to:

Moravian Historical Society
214 East Center Street
Nazareth, PA 18064
Phone: 610.759.5070
events@moravianhistoricalsociety.org