



2017 Arts & Crafts Festival Sponsor Application

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

Business Name: _____
(Used for Advertising)

Contact Person: _____ **Phone:** _____

Email: _____

Business Address: _____

Website: _____

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

Please list all items to be distributed (if any) at this event.

SPONSORS ARE PROHIBITED FROM DISTRIBUTING ANY ITEMS NOT LISTED IN THIS AGREEMENT

Please check those that apply to your business:

Sponsorship Category

- \$500 Corporate VIP (3 available) \$500 Entertainment Stage \$500 Food Tent \$500 Museum Admission

This agreement will not be deemed complete unless all sections are complete and all required documents are submitted, along with payment in full. Sponsors will be juried and will need approval before acceptance into the Festival.

Sponsor will receive email confirmation of acceptance.

Festival Policies & Regulations

1. All Sponsors must move in on **Saturday, June 3, 2017** from **7am – 9am**. NO EXCEPTIONS! You will be given a map showing the entry point into the Festival within the vendor packet. Festival staff will be stationed to assist with proper location set-up. After setup, sponsors should park their vehicles far enough away from the festival grounds to allow parking for patrons.
2. Sponsors will be listed in all subsequent marketing and documents from the approval of the sponsorship.
3. Sponsors are encouraged to bring hand carts to transport product to their booth during setup and breakdown. There is no on-site parking.
4. Corporate VIP booth spaces are 10' wide x 10' deep. Sponsors 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.
5. Entertainment Stage sponsor may place standalone signs around the stage and have a table associated with their organization in the stage venue vicinity.
6. Café Sponsor may have signage in the café tent as well as a display table set up in the tent.
7. Museum tour sponsors will have their logo displayed in the museum and mentions from museum docents to each tour attendee.
8. No items may be attached to the buildings, trees or anything else on the property.
9. The Moravian Historical Society (MHS) will notify the sponsor of their tentative booth location via email one week prior to the festival. **The Moravian Historical Society reserves the right to reassign sponsor spaces at any time.**
10. Booths may not be removed early the day of the festival without permission from MHS.
11. Sponsors are required to have their booths open until **3pm**. Sponsors must staff their exhibits during the entire event from **9am – 3pm**. Sponsors will not be allowed to leave if they run out of product during the event.
12. The festival goes on rain, snow, sunshine, or wind. In case of foul weather, by 6am on the day of the festival our voicemail 610.759.5070 will reflect where the festival will be held: at MHS or inside Nazareth Area High School.
13. Sponsors must bring their own tents, tables, chairs, electrical cords, and any other items needed.
14. Sponsors 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.
15. Sponsors shall exhibit or give away only merchandise, literature, and services specified in the application. Sponsors shall not sell or give away food or beverages without prior approval by MHS.
16. Sponsors must have signage clearly identifying the name of the sponsor.
17. MHS reserves the right to accept or decline any applications.
18. Sponsors cannot sublet, assign, donate, or trade spaces.
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:** Sponsor 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.

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

Business Name

Applicant Signature

Date

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

Credit Card Type _____ Card Number _____

Expiration Date _____ CV Code _____ Zip code _____



June 3, 2017 9 am – 3 pm

HOURS OF FESTIVAL

June 3

Sponsor Move-In: 7am
Festival Open: 9am
Sponsor Move-Out: 3pm

APPLICATION

- Application Deadline: May 1, 2017
- Only fully completed applications with payment in full for booth rental, etc. will be accepted.

BOOTHS

- Sponsor spaces are sold in 10' x 10', Café Tent, Music Venue, or Museum Tour. See attached information regarding guidelines and pricing.
- 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.
- Vendor and sponsor booths will be located on the lawn of the Moravian Historical Society.

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 sponsors qualifying for each category.
- Sponsorship payments will not be deposited until acceptance is granted. Upon acceptance, email confirmation will be sent to the contact listed on the application. Unapproved sponsors will have their undeposited checks mailed back.
- Booth space will not be assigned until **May**.

SET-UP

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

MOVE-OUT

- The festival will end at **3pm**.
- No items may be moved out until **3pm**.

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.

SPONSOR FEES

Corporate VIP (3) Available

Sponsor Fee: \$500 10' x 10'

- Listed on all marketing materials as Corporate Sponsor of the Moravian Historical Society's Arts and Crafts Festival.
- One (1) prime location spot for a tent, table, and all promotional material day of event.
- Non-compete status in your business category (i.e. Media, Construction, Financial, etc.)
- First right of refusal for the following years Arts and Crafts Festival.

Music Stage Sponsor

Sponsor Fee: \$500

- Listed on all marketing materials as Music Stage Sponsor of the Moravian Historical Society's Arts and Crafts Festival.
- One (1) location spot for a tent, table, and all promotional material day of event by Music Stage.
- Signage may be placed around stage but not attached to building.
- Non-compete status in your business category (i.e. Media, Construction, Financial, etc.)
- First right of refusal for the following years Arts and Crafts Festival.
- Bands and acts will be booked by MHS but you may MC to introduce bands and mention MHS and Music Stage presented by "sponsor name."

Café Tent Sponsor

Sponsor Fee: \$500

- Listed on all marketing materials as Café Tent Sponsor of the Moravian Historical Society's Arts and Crafts Festival.
- A spot for a tent, table, and all promotional material day of event inside the Café tent.
- Corporate Logo/Branding on all tables in the Café area. You must supply the signage and stands.
- Non-compete status in your business category (i.e. Media, Construction, Financial, etc.)
- First right of refusal for the following years Arts and Crafts Festival.

Museum Tour Sponsor

Sponsor Fee: \$500

- Listed on all marketing materials as thanks to "sponsor name" for providing \$1 tours of the Whitefield House at Moravian Historical Society's Arts and Crafts Festival.
- Prime Logo and signage as thanks inside the museum/gift shop.
- Non-compete status in your business category (i.e. Media, Construction, Financial, etc.)
- First right of refusal for the following years Arts and Crafts Festival.

Please forward payments and questions to:

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