



2018 Arts & Crafts Vendor Application

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

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.
(Used for Advertising)

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:

Early Bird Vendor Specials August 1 – December 31

- \$50 Arts/Crafts 10X10 space \$90 VIP 10 w X 25d Space \$130 Arts/Crafts Platinum 20 w X 10 d space
 \$40 Non-Profit Space \$140 Commercial Food Vendor

Regular Vendor Prices January 1 – April 30

- \$60 Arts/Crafts 10X10 space \$100 VIP 10 w X 25d Space \$140 Arts/Crafts Platinum 20 w X 10 d space
 \$50 Non-Profit Space \$150 Commercial Food Vendor

Last Minute Vendor Prices May 1 – June 1

- \$70 Arts/Crafts 10X10 space \$110 VIP 10 w X 25d Space \$160 Arts/Crafts Platinum 20 w X 10 d space
 \$50 Non-Profit Space \$160 Commercial Food Vendor

Requested Number of 10x10 Spaces

1 2 3

Request Number of 10x25 Spaces (VIP)

1 2

Request Number of 20X10 Spaces (Platinum)

1 2

Handicap Parking

No Yes

Electricity (Additional \$30) Limited Supply

No Yes

This show is semi-juried (at least 50% of a vendor's items must be hand-made).

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. This agreement will not be deemed complete unless all sections are complete and all required documents are submitted, along with payment in full.

Vendor will receive email confirmation of acceptance within 2 weeks of the application being received.

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) _____

Festival Policies & Regulations

1. All vendors must move in on **Saturday, June 2, 2018** 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 at each block 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.
3. Booth spaces are 10' wide x 10' deep and 10' wide x 25' deep (which allows a car to be parked directly behind your space.) 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. Platinum spaces are 20' wide x 10' deep and include on-site parking. This parking is not connected to your booth but will be in the general vicinity. Platinum spaces also include 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.**

June 2, 2018 9 am – 3 pm

HOURS OF FESTIVAL

June 3

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

APPLICATION

- Application Deadline: May 25, 2018
- Only fully completed applications with payment in full for booth rental, etc. will be accepted.
- Please submit three photographs showing both your display and materials sold. Photos will not be returned.
- All new vendors must submit three references including names and addresses.

BOOTHS

- Vendor spaces are sold in 10' x 10', 10' x 25', or 20' x 10' (limited) increments. 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 and are for use with food vendors only.
- Vendor 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 vendors qualifying for each category i.e. jewelry, photography, etc.
- 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.
- Booth space will not be assigned until **May 30**.

SET-UP

- Vendor set-up is only allowed Saturday morning between **7am and 9am**.
- Unload and move your vehicle before you begin your booth set-up.
- All vendor 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.

VENDOR FEES:

Early Bird Special/Regular/Last Minute

Hand-crafted Arts/Crafts

Booth Fee: \$50/\$60/\$70 10' x 10'

Booth Fee: \$90/\$100/\$110 10' x 25'

Booth Fee: \$130/\$140/\$160 20' x 10'

- **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 mass-produced. Vendors should submit photos of all items, both hand-crafted and mass-produced items**

Non-Profit Food/Beverage

Booth Fee: \$40/\$50/\$60

- Non-profit food vendors include civic, community, church & education organization.
- Booth must be manned 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.
- 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/\$150/\$160

- Menus must accompany application. Only items listed on application can be served unless approved in writing 30 days prior to the festival.
- All new vendors 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 you both, you will be required to purchase that separately. See application.
- All commercial food vendors will be required to provide a COI listing MHS as additional 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 your 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.

Please forward payments and questions to:

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