



CRAFT VENDORS

Stinky Greetings! From the Easton Garlic Fest.

Our event is scheduled for Saturday, October 2, 2010 from 9am until 5pm with NO RAIN DATE. The festival is held on Centre Square in historic Downtown Easton Pennsylvania and is free to the public. Last year we drew a crowd of 8,000 +/- and anticipate at least 9,000 or more this year.

Please fill out the enclosed applications, one for the festival and one for the City of Easton and return them to us by September 1, 2010 for a fee of \$75.00 that includes the Festival cost and City of Easton vending fee. Checks should be made out to "The Easton Garlic Fest". You DO NOT need to make out a separate check for the City of Easton.

As we upgrade and expand our festival we ask that you make an effort to have a neat and attractive booth, we will do the same with our festival booths.

Vendors are encouraged to make sure that all items offered for sale emphasize a garlic theme. Make sure prices for all of your products for sale are clearly marked.

If you have a website and would like to link to ours please let us know.

Please note that pets will not be allowed at the festival. This is a City ordinance and will be strictly enforced.

We are looking forward to a fun and successful day for everyone involved and are delighted to have you join us as we Eat, Drink and Stink in Historic Downtown Easton PA.

Thank You
Jo Moranville
The Easton Garlic Fest
610.252.1188 jogarlic@gmail.com

CRAFT VENDORS CONTRACT

This agreement made this ____ day of _____ 2010 between the EASTON GARLIC FEST herein referred to as "FESTIVAL MANAGEMENT" and _____ herein referred to as "CRAFT VENDOR" for exhibition space at the Easton Garlic Fest to be held on Saturday, October 2, 2010.

Exhibition space will be 10'x10' space. A fee of \$75.00 is to be paid by CRAFT VENDOR by September 1, 2010. Checks should be made out to: "Easton Garlic Fest"

Mail application and checks to: Easton Garlic Fest
20 North 3rd Street
Easton, PA 18042

CRAFT VENDOR requests permission to display and sell the following ***specific products***. (please print clearly)_____

Please attach an additional sheet if necessary. Any product or item not specified in the contract will not be allowed anytime during this contract period. No CRAFT VENDOR shall have an exclusive on any product.

INSURANCE: CRAFT VENDOR must furnish FESTIVAL MANAGEMENT with a Certificate of Insurance with liability limit of no less than \$1,000,000 and shall name the City of Easton, the Easton Garlic Fest, its directors and officers as "additional insured" and the City of Easton as the premises for the event.

Also, CRAFT VENDOR will indemnify and hold harmless the EASTON GARLIC FEST, its officers and directors, from all claims arising from any act of omission of the CRAFT VENDOR.

I have read the accompanying Guidelines, Rules, & Regulations and agree to abide by them. I further understand that the participation fee is non-refundable and that the Festival is held rain or shine. Please print clearly

Business: _____ Contact: _____

Address _____

City/State/Zip: _____

Phone: _____ email: _____

Website: _____

Signature Title: _____ Date: _____

RULES AND REGULATIONS

(1 of 2)

Vendor agrees to comply with the following rules and regulations during the Easton Garlic Fest, October 2nd, 2010

ALCHOLIC BEVERAGES: Consumption of alcoholic beverages on premises during the Festival is strictly prohibited except at specified times and specified places as scheduled as part of the Festival events. If **VENDOR** or their worker/volunteer violates the above rule, that **VENDOR** will be removed from the Festival and barred from participation in future Festivals.

VENDOR FEE:

1. Vendor Fee is due and payable at the time the contract is returned to Festival Management for consideration of acceptance. **VENDOR** understands that once accepted, the fee is non-refundable and that the Festival is held rain or shine.
2. The Fee entitles **VENDOR** to a 10'x10' space at the Festival. The **VENDOR** must supply all of their own tents, tables, chairs, signs, decorations, etc.
3. Checks should be made out to "Easton Garlic Fest"

SETUP:

1. Booth set-up may begin at 6:00am on Saturday, October 2nd and must be finished by 9:00am at which time vehicles must be removed from the festival area.
2. It is your responsibility to anchor your booth. You will be set up on concrete and will not be able to secure tents by stakes or anything that requires being put into the ground. Bring weights if necessary, it can be windy on Centre Square.

RESTRICTIONS ON MERCHANDISE:

CRAFT VENDORS

1. You must have at least 1 item that relates to the garlic theme of our festival. Other items you've crafted may be sold, with the approval of the Festival.
2. No Medicinal or food items of any kind.

BUSINESS OR PACKAGED FOOD VENDORS

1. Your products must reflect the garlic theme of our festival. Token representation will not be tolerated.
2. Food products must be packaged in such a way that the intention of for off-premise consumption (i.e. bottled and sealed jams, jellies, vinegar, and salsa). If you sell food for consumption directly on premise you must apply as a **FOOD VENDOR**.
3. No Medicinal items of any kind

FOOD VENDORS

You must have 1 line of food that includes flavoring with the significant use of fresh garlic. Festival goers are expecting heavy use of garlic and will be disappointed in your product if you are subtle in your garlic seasoning.

GARLIC GROWERS

1. You may sell garlic that has been grown on your premises and garlic braids and wreaths made by your or your employees.
2. In addition to the above you may sell bottled products and other inventory relating to garlic. You may not sell medicinal products of any kind.

RULES AND REGULATIONS

(2 OF 2)

HOURS:

1. The Festival officially opens at 9:00 am with the opening of the ongoing Easton Farmers Market. The booth exhibit must be in order by 9:00am. Vendor may not break down booth until 5:00pm
2. Vendor will be open for business from 9:00am to 5:00 pm regardless of the weather. The FESTIVAL MANAGEMENT must approve any deviation from posted hours.

VEHICLES:

No vehicles will be allowed in the Festival area from 9:00am to 5:00 pm on Festival day.

DECORATIONS AND HOUSEKEEPING:

1. Tents must be neat and in good repair
2. Table displays must be covered and decorated
3. Housekeeping of the exhibit areas and its immediate vicinity will be the responsibility of the vendor. Area around and in tent must be kept neat and tidy.
4. At the end of the Festival, your area must be left as you found it, clean, with all refuse bagged or tied for easy removal.
5. Failure to abide by the above will result in a \$50 fine.

ELECTRICITY

1. **THERE IS LIMITED ACCESS TO ELECTRICITY. ANY ELECTIC NEEDS MUST BE FULLY DISCUSSED AND AGREED TO IN ADVANCE OF THE FESTIVAL. THERE IS NO GUARANTEE THAT THE FESTIVAL CAN ACCOMMODATE THE ELECTRICAL NEEDS OF THE VENDOR.**
2. **No electrical generators will be allowed**

SUBLETTING OF BOOTH SPACE

Subletting of booth space is strictly prohibited.

PETS:

Pets will not be permitted on the Festival grounds. THIS IS A CITY ORDINANCE AND WILL BE STRICTLY ENFORCED.

Read the Rules and Regulations, sign and return along with your Contract, booth fee and the permit to vend within the City of Easton to; The Easton Garlic Fest, 20 N 3rd Street, Easton, PA 18042.

City paperwork and fees will be forwarded by Festival Management

Vendor Signature

Telephone number

Date

