

Mayfest 2011: Vendor/Exhibitor Space Application

Saturday, April 30, 2011, 9:00a.m.-5:00p.m., Rain or Shine, Washington Street, Downtown Huntingdon, Pennsylvania

Important! The attached Vendor/Exhibitor Information Page has all details about Mayfest. Please read it carefully before completing and signing this form. By signing this form, you are indicating that you have read that page and agree to all terms.

Mail completed form with payment to: Mayfest of Huntingdon, PO Box 41, Huntingdon PA 16652

Questions to Linda DeArmitt at 814-386-2638

Business/Org. Name (as you want it to appear for ads/booth name): _____

Describe briefly the items you plan to sell/activities to conduct: _____

Please check one: Craft/Merchandise Food Sales Price Range: _____

Important! Sales ID number and/or Non-profit ID number: _____

If you do not provide this/these number(s), your application will be returned.

Time Period. Check all that can apply to your booth or your preference. Costumes and booth decorations appropriate for theme strongly suggested and greatly appreciated. Mayfest will work to the best of our ability to match your preference to placement.

- Renaissance Faire
 Victorian Era
 Back to the 50s
 Colonial Times
 Woodstock

Contact Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Daytime Phone: _____ Evening Phone: _____

Email: _____ Website Address: _____

Name of historic society of which you are a member (if applicable): _____

----- **Application Fee** -----

Item	Amount			Write in Your Amount Here
	Are you?	FEE	Check	
Number of Spaces Required: _____ (Each space is 10 ft x 10 ft. See Info Page for details.) Space Fee: Use the table to determine the amount you must pay for 1 space then multiple by the number of spaces you need. EXAMPLE: If you are a Food Vendor your space fee = \$60. If you need 2 spaces, your fee is \$120.	Non-Profit Group	\$30.00		
	Craft/Merchandise Vendor	\$45.00		
	Food Vendor	\$60.00		
Are you submitting this application after Jan 30, 2011?	If yes, add \$10.00			
Do you want Electricity at your space? (You must bring a 100-ft. electrical cord.)	If yes, add \$45.00			
Do you want Water at your space? (You must bring a 100-ft. hose.)	If yes, add \$25.00			
Write Your Total Here →				
Make check payable for this amount to: Mayfest of Huntingdon				

The vendor/exhibitor agrees to make no claim against Mayfest of Huntingdon or the Borough of Huntingdon for damage, theft of property, injury, etc. which may arise from, or be in any way connected with Mayfest. The vendor/exhibitor shall indemnify and hold Mayfest of Huntingdon and the Borough of Huntingdon harmless against any such claims. Vendors/exhibitors are responsible for their own equipment.

Authorized Signature: _____

By signing I agree to all terms and condition and the liability terms defined above.

Mayfest 2011: Vendor/Exhibitor Information Page

Dear Vendor/Exhibitor,

Welcome to one of the first festivals of the season! Thanks for your interest in Mayfest. If you have any additional questions, please contact us using the Contact Info below.

Sincerely, Mayfest of Huntingdon Committee

Important! Please review all information on this page before completing and mailing your application. Signing the application indicates that you have read the contents of this Vendor/Exhibitor Information Page and agree to all terms and conditions.

About Mayfest

Mayfest is a unique annual festival held in historic downtown Huntingdon, PA. The festival features several historic themes, one per city block, which include: Renaissance Faire; Colonial Times; Victorian Era; Back to the 50s; Woodstock and various military encampments.

Period-correct re-enactors, demonstrators and musicians present history through interaction, games and song. All vendor/exhibitors are invited to wear a costume from one of the time periods.

Mayfest 2011 Date and Time

Saturday, April 30, 2011

(Always the last Saturday of April) Rain or Shine!

9:00a.m. to 5:00p.m.

Location

Historic Downtown Huntingdon is located near the junction of U.S. Route 22 and PA Route 26, about 30 miles east of Hollidaysburg and Altoona, 31 miles south of State College, 34 miles southwest of Lewistown, and 55 miles northeast of Bedford. Festival area includes all of Washington St., our main street, and parts of 5th, 4th and 3rd Streets to Portstown Park.

Application

An application form is attached (or on back page). Please complete all information, total up your fee, sign and date the form and return it along with your check or money order made payable to Mayfest of Huntingdon.

There is a \$35 fee for returned checks.

An accepted application is a commitment to show. No refunds will be made. Mayfest will work to the best of our ability to match your theme preference indicated to placement at the event.

General Information

Change for your cash drawer is available at the event from First National Bank at the corner of Penn and 5th Streets from 8:45a.m. to 12:00 noon.

Vehicles, Traffic and Setup Information and Rules

Washington Street is closed to general traffic during the festival but an emergency vehicle lane is maintained.

To facilitate traffic flow, all vendors are requested to have their wares packed and ready for unloading/loading to minimize vehicle time in the street. Vendor parking is available.

Festival Setup: Setup begins Saturday at 6:00 a.m. Food vendors with trailers may set up Friday evening before the festival after 7:00 p.m. Vehicles are permitted in the festival area but must be gone by 8:30a.m.

Festival Breakdown: No vehicles will be permitted in festival area until after 5:00 p.m. Saturday, when the festival ends. **No breakdown permitted until the festival closes at 5:00 p.m.**

Booth Space Information and Rules

Booth spaces are approximately 10 ft. long by 10 ft. wide. Space numbers are marked on street curbs. You may use a canopy as long as it stays within your space.

Vendor ID Card/Permit must be affixed to the top front of the booth so that it is clearly visible throughout the festival.

Arrangements for water and electricity must be indicated on your written application. You must provide your own 100-ft extension cord or hose.

Festival Operation Rules and Regulations

- ❖ **Liability Insurance: Food Vendors MUST** provide a certificate of liability insurance in the amount of \$500,000 (five hundred thousand dollars) naming Mayfest of Huntingdon as a covered party. **A copy of this document must be received at the address below no later than one week before the start of the festival.**
- ❖ **Sales Tax:** Vendors are responsible for collecting 6% sales tax on items sold and are required by law to have a tax number. Pennsylvania Sales Tax Number or Non-profit Number must be entered on your application.
- ❖ **Failure to notify the Mayfest of Huntingdon Committee in advance of any cancellation and failure to comply with all event rules will affect future show participation. NO REFUNDS WILL BE GIVEN FOR ANY REASON. Space is limited so apply early.**
- ❖ The Mayfest of Huntingdon Committee reserves the right to relocate or dismiss any participant or selling activity.
- ❖ Applicant may not give or sell an assigned space to another party without permission from the Mayfest Chairperson.
- ❖ Vendor's booth must be open with the craftsperson present during all show hours.
- ❖ Vendors are responsible for trash removal. Please leave the area as clean or better than you found it and respect your location and neighbors.
- ❖ No booth space is guaranteed from year-to-year, but spaces are assigned on a "first-come, first-served" basis.

Contact and Mailing Information

Mayfest Chair, Linda DeArmitt,

814-386-2638

Email: lldearmitt@yahoo.com

Mail completed application and payment to:

Mayfest of Huntingdon

PO Box 41

Huntingdon, PA 16652

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ON THE



Mayfest is supported in part by a grant from the Pennsylvania Council on the Arts. Visit us on the Web at www.mayfestofhuntingdon.com

Last updated: 12/10/2010