

# Greene County Museum

Arts, Crafts, Demonstrations and Informational Booths/Tables Contract

**Harvest Festival** – October 14 and 15, 2017

General Rules and Information

**Please read entire contract and registration form before signing and returning. Make and keep a copy of each for your files and information.**

1. All work must be your own. No kits, imports or commercially manufactured items. Our Festival's mission is to showcase artisan vendors that help to recreate homespun crafts.  
Each vendor needs to supply a PA tax number if applicable.
2. We reserve the right to remove any work or exhibitor that does not conform to established guidelines.
3. Please do not bring pets unless they are a part of demonstration/display or a service dog, and then they must be registered with event staff.
4. Vendors/exhibitors must be at least 18 years of age or accompanied by an adult.
5. Each vendor/exhibitor must furnish his/her own set up materials (tents, tables, chairs, electric cords, etc.)
6. Each vendor/exhibitor must be contained in their allotted space (10' x 10')
7. Electricity is available, but limited. Please advise on application if needed.
8. Areas must be attended at all times and remain set up for both days until 5:15 p.m.
9. NO EXIT FROM THE CRAFT AREA UNTIL AFTER 5:15 P.M. NO VEHICLES WITHIN THE CRAFT AREA FROM 9:00 A.M. UNTIL AFTER 5:15 P.M. both days. You will not be able to take down your set-up until after 5:00 p.m.
10. All applications must be received by August 31, 2017. Space will be on a first registration basis. We would appreciate applications as early as possible. You may request a certain area, and the museum will try to honor that request, but **spaces cannot be totally guaranteed.**
11. Fees are \$50.00 per space or \$60.00 including electricity for weekend (non-refundable)  
Demonstrators – If there are items for sale – fee is \$25 for weekend; if no items for sale – no fee.  
Information table/booth – if items for sale – fee is \$25 for weekend; if no items for sale – no fee.
12. Set-up time begins Friday, October 13, 2017, after 1 p.m. or on Saturday morning, October 14, before 9 a.m. You will be able to unload at your site, but must move your vehicle to the parking area before you set up. All vendors, demonstrations and information booths must be attended by 9:30 a.m. both days.
13. **This is an outdoor festival and will be held rain or shine! We suggest covers for your work in case of rain.**
14. Because of various violations of these rules, we will be implementing a **\$20 deposit fee for all vendors**, to be put on a separate check from the normal vendor fee. **If the vendor is found to be in violation of our regulations, the check will be cashed.** If the vendor abides by these rules, the check will be safely destroyed or returned upon request after the festival.

If you have any questions, please call 724-627-3204.

I have reviewed the accompanying information and agree to abide by these rules and regulations.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

GREENE COUNTY HISTORICAL SOCIETY  
918 Rolling Meadows Road, Waynesburg, PA 15370  
724-627-3204

E-Mail: gchsalexandra@gmail.com WEB: www.greenecountyhistory.org

**45<sup>th</sup> ANNUAL HARVEST FESTIVAL  
OCTOBER 14 AND 15, 2016 10 A.M. – 5 P.M.**

**VENDOR, DEMONSTRATOR AND INFORMATIONAL  
BOOTHS/TABLES REGISTRATION FORM**

NAME: \_\_\_\_\_

IF GROUP, CONTACT PERSON: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ E-mail: \_\_\_\_\_

PA TAX NUMBER IF APPLICABLE: \_\_\_\_\_

Description of Craft, Product or Service:

If a demonstration booth/table/space, please describe:

If you have items for sale, please list:

If informational booth/table, please list materials:

If you have items for sale, please list:

Any special requirements such as electricity, water, etc.:

**All materials such as tents, tables, chairs, extension cords, etc. needed for set-up must be provided by vendor/demonstrator/informational person.**

**Individual exhibit areas are approximately 10' x 10'.**

**I would like:**

\_\_\_\_\_ Vendor booth/table space = \$50 without electricity for weekend

\_\_\_\_\_ Vendor booth/table space = \$60 with electricity for weekend

\_\_\_\_\_ Demonstrator booth/table space = free

\_\_\_\_\_ Demonstrator booth/table space with items to sell = \$25 for weekend

\_\_\_\_\_ Informational booth/table = free

\_\_\_\_\_ Informational booth/table space with items to sell = \$25 for weekend

\_\_\_\_\_ **MANDATORY \$20 DEPOSIT FEE**

**Please complete and return with signed contract and your check made out to GCHS to the above address by August 31, 2017. If you have questions, please call the Museum at 724-627-3204.**

