



EBENSBURG POTATOFEST

2011

(20th Annual)

Festival Guidelines

Date: Saturday, September 24, 2011

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

Location: High, Center, and Julian Streets; Memorial Park; Penn Eben Park; Prave Lot
(Downtown Ebensburg)

Space Size: 10' x 10'

Fees per Space: Crafters (Handmade items only!) \$35.00

Food Vendors \$80.00

Non-Profit \$35.00

Collectible Vendors \$50.00

Set-Up: 6:30 a.m. to 8:00 a.m. Saturday morning

Teardown: 5:00 p.m. to 6:00 p.m.

Electricity is **ONLY** available in Penn Eben Park and Memorial Park. This will be reserved on a first-come first-serve basis. There is a \$20/hookup fee. Please note that no generators will be allowed in either park. All vendors must supply their own cords. (*See **ALL** cord specifications on application sheet*)

Registration Deadline: **Friday, August 12, 2011**

Rules & Regulations:

- All vendors **MUST** sell something! No promotional/information booths will be allowed unless you are a sponsor of the event. You may have a raffle as part of your booth, but you must also sell a craft/food item (this will be strictly enforced).
- **A 10' x 10' tent (any color) is required.** In the event of two spaces reserved for one vendor, a 10' x 20' tent (any color) may be used. Sides for tents are not required, although they are strongly suggested.
- **If you are a new vendor, you must enclose 2 non-returnable photos of your products or you may email them to sdrop@ebensburgpa.com. *Please note that food vendors do not need to submit pictures of items.**
- No refunds after August 5, 2011.
- **NO VENDORS WILL BE ALLOWED TO SET UP THE DAY BEFORE THE EVENT.**
- Collectible vendors will be placed together in an outside location.

- Businesses will be allowed to participate (you **MUST** sell a handmade or food item). The only exception to this rule is for sponsors of the event.
- Food vendors will be put together (3-4 on each block) and separated by tables and chairs or a space from craft vendors. No vendors will be placed inside. Please note that no one is guaranteed the same spot as they had in 2010.
- All vendors will receive a ribbon to wear so that they may get their food items faster during the day.
- Booths must stay open until closing time. Displays must start at the curb and cannot extend beyond 10' x 10'.
- Exhibitors are responsible for their own trash removal. Please leave the area as clean as you found it.
- Tables and chairs are not provided.
- Exhibitor must provide tie downs and/or sandbags for tent. All food vendors must display food prices on their booth.
- Vendors must be unloaded and have their vehicles off the street by 8:00 a.m. No vans or vehicles will be permitted on the street or sidewalk during the festival.
- To facilitate traffic flow during set-up, all vendors must unload their goods and drop them into their assigned space as quickly as possible, and remove their vehicle from the exhibitor area to the assigned parking areas **before** setting up! (We will do our best to have volunteers available to help you unload) At the end of the day, booths must be dismantled and ready to load **before** vehicles are brought into the exhibit area.
- All applications are reviewed once a month by an approval committee. You will then be notified. All vendors are accepted at the discretion of the committee. No changing or swapping of spaces will be allowed. Spaces may not be shared with any non-applicant.
- Failure to notify the PotatoFest committee of a cancellation in advance will affect future participation.

Please make checks payable to: **EABC (Ebensburg Area Business Commission)**

Information Contact: (Monday -Friday 8am-4pm ONLY!)

Ebensburg Borough Office (814) 472-8780
sdrop@ebensburgpa.com

www.potatofest.com

**Ebensburg PotatoFest is sponsored by the Ebensburg Area Business Commission
and Main Street Partnership.**

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2011 EBENSBURG POTATOFEST

Application

Business Name _____

Contact Name _____ Previous Event Participation _____ yrs.

Address _____

City _____ State _____ Zip _____

Phone _____ (Day) _____ (Evening)

Email _____ Website _____

Please check: _____ Crafter (Handmade Items Only) - \$35 _____ Food Vendor - \$80
_____ Non-profit - \$35 _____ Collectible Vendor - \$50

Sales Tax ID# (Required) _____

*For all questions concerning your sales tax ID or if you need to apply for an ID#, go to www.revenue.state.pa.us

Type of Booth: _____ 10' x 10' Tent (any color) – required for all vendors who don't use a trailer!

_____ Trailer (Please indicate size: _____)

*If trailer is over 10 ft. long, you will need 2 spaces, etc.

_____ Yes, I need electricity for _____ # of hookup's (\$20/hookup)

***Note: One 110 hookup can handle up to 3 crock pots OR 2 roasters.**

Will you be bringing a generator? _____ ***No generators will be allowed in Penn Eben or Memorial Park***

*150ft.cord or longer **MUST** be used with generators and **ALL** cords **MUST** be covered with carpets, or you will be asked to leave.

Particular area of space requested: _____

Detailed description of what you will be selling: _____

Number of Spaces Requested (each space is 10' x 10') _____

**PAY YOUR VENDOR FEE ONLINE AT WWW.POTATOFEST.COM *
or make check payable to EABC and return to:**

Ebensburg PotatoFest, 300 West High Street, Ebensburg, PA 15931

**If paying online, please fax completed application to (814) 472-8789*

Please check one: _____ **Payment enclosed** _____ **Payment has been made online**

HOLD HARMLESS AGREEMENT AND PHOTO RELEASE - Exhibitor releases and holds harmless the facility that is being used, sponsors, owners, managers, merchants association, agents, volunteers, servants and employees of PotatoFest, the Borough of Ebensburg, the County of Cambria and Ebensburg Area Business Commission from all responsibility, personal liability, loss or damage, theft, fire, loss of life, personal injury and/or damage to property that may arise or occur to exhibitor, his employees, agents, servants, associates, goods, property or public and from any conditions whatsoever that may arise while the premises are in use, during show hours or when closed after show hours. The PotatoFest committee reserves the right to accept or reject any applications. We reserve the right to remove exhibitor and exhibits if agreements or rules are not complied with and whose conduct is not acceptable. Misrepresentation on part of exhibitor in any form will result in cancellation of space and total loss of fee. Entry constitutes an agreement that exhibitor and his representative take no legal action against any of the above. By signing below, I hereby grant my consent to use my photograph, whether still or in motion, for use in editorial, promotion, business, or any other purpose. Ebensburg Borough may exercise its rights in any way it sees fit for production, advertising, or other purposes. This agreement entered into, in accordance with the laws of the Commonwealth of Pennsylvania.

Signature of Exhibitor _____ **Date** _____

REGISTRATION FORM MUST BE COMPLETED IN ITS ENTIRETY TO BE PROCESSED