



Saturday November 11, 2017 9 am to 4 pm

Vendor Registration

Contact Name: \_\_\_\_\_

Business Name (to be listed in program): \_\_\_\_\_

Vendor License Number: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Website Address/Facebook Page (optional): \_\_\_\_\_

Description of items for sale: \_\_\_\_\_

\_\_\_\_\_

**Please review the attached Guidelines      Registration Deadline 10-11-17 \*\***

\_\_\_ Single Booth \$45 (approximately 10' x 10' booth)

\_\_\_ Double Booth \$80 (2 single booths side by side)

Electricity at booth: \_\_\_ Yes (limited availability, first come first served) \_\_\_ No

**\*\* Register early, after October 11 registration fee for single booth \$65, double booth \$100**

**Return completed form to:**

**Hershey Montessori School**

**Attn: Arts Fest**

**10229 Prouty Rd.**

**Concord, OH 44077**

Please send questions regarding this form or the event to [hersheyartshow@gmail.com](mailto:hersheyartshow@gmail.com)



## Information and Guidelines for Vendors

### General

- Registration will be confirmed by email.
- Items for sale must be handcrafted. No commercially manufactured goods allowed.
- Set-up begins at 8 am. Doors open at 9 am.
- Vendors not occupying their space within 30 minutes of opening will forfeit their booth space and registration fee.
- Vendors are expected to stay until the end of the show and not disassemble before 4 pm.
- Smoking, drinking alcohol, and firearms are strictly prohibited on school property.
- Collection of sales tax is the responsibility of the vendor.

### Booth

- Booths are approximately 10ft x 10ft.
- Vendors are to ensure that booths are easily navigable and that items are contained within the booth space.
- Vendor must furnish their own tables and display pieces. Booths equipped with two chairs.
- Vendor must provide their own extension cord **if** electricity request has been confirmed. Only one outlet is available per vendor.

### Raffle

- Vendors are kindly requested to donate one of their items with a \$20 minimum value for the raffle.
- Donation receipt forms will be provided with the confirmation email and should be filled out and submitted with item at the beginning of the show.
- Donation receipt will be returned prior to the end of the show.