

## Historic Hertford, Inc. 27<sup>TH</sup> Indian Summer Festival

Saturday, September 6, 2008, 9 a.m. until 5 p.m.

### Application Package and RULES & REGULATIONS for all non-food vendors.

**General info:** Historic Hertford, Inc. reserves the right to the Indian Summer Festival name and logo. The logo may not be used or displayed in any way, or affixed to any items. Historic Hertford, Inc. reserves the right to determine item suitability and will approve all items offered in any vendor booth. **Only those items pre-approved by Jury will be allowed to be sold or displayed during the festival.** Only those individuals/groups/businesses who submit an application, pay the stated fee will be allowed to display and/or sell. Knives, poprocks, fire-works of any description, *spray string, odor producing devices*, balls on strings, water guns, or any other water-shooting device, water balloons, pea shooters, guns of any description or other items deemed a safety hazard, annoying or prohibited by state or local ordinance are strictly prohibited on festival grounds and may not be sold. Those vendors not complying will be asked to close immediately. No flea market items may be sold. Raffles are allowed as long as the raffle winner is drawn and announced on the festival public address system by 5 p.m. the day of the festival.

**Booths:** Booth spaces measure 10 x 10. There is about a 2-foot space between booths. Booths are marked in chalk and numbered. Vendors who apply by the deadline will receive a confirmation notice prior to the festival. You will receive your booth assignment when you check-in the morning of the festival. Please do not phone Historic Hertford, Inc. or Commit-tee members to find out about your assigned space. Requests for specific placement will be considered, but are not guaranteed. Please arrange your booth so as not to interfere with or obstruct the view of other booths. Please staff your booth at all times during the festival hours. Historic Hertford, Inc. is not responsible for any damage or loss and is not liable for damages, injuries or loss to any person or goods from any cause whatsoever in connection with use of space on the festival grounds.

Electricity is available on a first-request basis for an additional fee of *\$15 for 120 V/15 amp and \$25 for 240 V/15 amp*. No generators allowed. All electrical cords and appliances must be in excellent condition. Cords and appliances deemed by the festival electrician to be in a condition dangerous for use will not be allowed to be used. Please note that 120 V current is available at the top of light poles. Vendors are responsible for bringing cords long enough to reach electricity. Someone will be available to perform the actual hook-up.

**Vendors:** You are responsible for reporting your own taxes. Please keep trash picked up in your booth area. Large trash receptacles are located along Church Street. Please place any trash bags, etc. in those receptacles when you leave. Do not leave them on the street. All items needed for booth operation are the responsibility of the vendor. Tents may be used, but must fit inside the allotted booth space. Each vendor will receive one vendor parking pass upon arrival, allowing him/her to park in a designated vendor parking area and in the set-up area. Only one vehicle at a time per vendor is allowed for set-up and the parking pass must be displayed in order to enter the area. Please display the pass on the dash of the vehicle.

Set-up time is Saturday, *September 8, 2007*, 6 a.m.—8:30 a.m. No vehicles will be allowed to enter the set-up area after 8 a.m. Vendors not arriving until after 8 a.m. must park and move their items into the festival venue on foot. No vehicles of any description are to be kept with booths and must be moved no later than 8:30 a.m. **No booth may close down before 5 p.m.** Please remove your booth no later than 6:30 p.m. Vehicles will be allowed back in the vendor area at 5:30 p.m.

**Entry/exit instructions:** All vendors **must** enter the festival at the corner of Church and Dobbs St. (Coming from Highway 17 to Church St.) If your booth is on Church St., travel north on Church St. and unload facing north. Please do not turn around on Church St. Vehicles must leave by traveling north towards Grubb St. If your booths is on Market St. turn left from Church onto Market St. Vehicles may not turn around on Market Street. Vehicles must leave by traveling west towards Covent Garden Street. Vehicles must stay in the right lane. No parking in the left lane whatsoever. It must remain open for emergency purposes. **You will be ticketed!** The same traffic rules for set-up, i.e. travel direction; keeping left lanes open, etc. will apply on leaving.

**THANK YOU FOR YOUR COOPERATION!**

<http://historichertfordinc.org> or 252-426-1425

Historic Hertford 118 W. Market Street Hertford NC 27944

# Indian Summer Festival 2008 Booth Application

Name of business: \_\_\_\_\_

(This is how you will be listed in the Festival program guide.)

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State&zip \_\_\_\_\_

Phone \_\_\_\_\_ E-mail: \_\_\_\_\_

Fax: \_\_\_\_\_

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## FILL IN THE INFORMATION FOR THE APPROPRIATE BOOTH TYPE

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### ALL VENDORS MUST INCLUDE PHOTO OF PRODUCTS AND DISPLAYS

#### 1. Arts Booth

List all ARTS 1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_

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#### 2. Crafts/Product Booth

List all types of crafts to be offered: 1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_

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#### or 3. Display or Information Booth

Describe what will be in your booth: \_\_\_\_\_

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#### Remittance

**If registered before 1 July 2008 a 10% DISCOUNT CAN BE TAKEN**

On or After 1 July 2008 \$75.00

On or after 1 August 2008 \$100.00

Electric fee (available any booth type: \$10 110; \$20 250 amp) \$10.00/\$20.00

TOTAL: \$ \_\_\_\_\_

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Booth space is limited. Applications are judged and space assigned in the order of receipt. The deadline to reserve booths and be listed in the Festival promotional material is August 1. No rain date. No refunds after August 1. Requests for refunds must be made in writing. Upon receipt of your application you will receive a confirmation. We reserve the right to limit the number of the same type of product accepted.

Special Requests including booth assignment: \_\_\_\_\_

### Please read and sign below and send in with your fees:

I have read, understand and agree to abide by the Festival Rules and Regulations. Please sign below and send your completed application and check to Historic Hertford, Inc., 118 W. Market Street, Hertford, NC 27944.

Signed by Vendor \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_ Please check if it is OK to share your name with other event venues.

PLEASE KEEP THE INSTRUCTIONS FOR YOUR RECORDS AND FOR REFERENCE.

<http://historichertfordinc.org> or 252-426-1425

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We accept major credit cards

