

Festival Policies & Regulations

HOURS OF FESTIVAL: 10 a.m. – 4p.m.

Vendor Move In: 8 a.m. – 10 a.m.

Vendor Move Out: After 4 p.m.

1. All vendors must move in on **Saturday, June 3, 2023** from **8 a.m. – 10 a.m.** NO EXCEPTIONS! You will be given a map showing the entry point into the Festival within the vendor packet. Festival staff will be available to assist with proper location set-up. After setup, vendors should park their vehicles far enough away from the festival grounds to allow parking for patrons.
2. Vendors are encouraged to bring hand carts to transport products to their booth during setup and breakdown. There is no on-site parking except for VIP booths.
3. Booth spaces are 10' wide x 10' deep. Vendors are not allowed to set anything up in front, behind, or beside the allocated space even if that space is unsold. Should your booth require additional space, a second or third booth must be purchased.
4. The VIP space is 10' wide x 25' deep (which allows a car to be parked directly behind your space.) VIP booth spaces include on-site parking and the use of indoor bathrooms.
5. No items may be attached to the buildings, trees or anything else on the property.
6. The Moravian Historical Society (MHS) will notify the vendor of their tentative booth location via email prior to the festival.
The Moravian Historical Society reserves the right to reassign vendor spaces at any time.
7. Vendors are required to have their booths open until **4 p.m.** Vendors must staff their exhibits during the entire event from **10 a.m. – 4 p.m.** Vendors will not be allowed to leave if they run out of product during the event. Booths may not be removed early the day of the festival without permission from MHS.
8. The festival goes on rain, snow, sunshine, or wind. In case of inclement weather, by 8pm the night before the festival our website and our Facebook page (facebook.com/moravianhistoricalsociety) will reflect where the festival will be held: at MHS or at a nearby indoor location.
9. Vendors must bring their own tents, tables, chairs, electrical cords, and any other items needed.
10. Vendors are responsible for collecting and reporting their own taxes.
11. Vendors agree to make no claim for any reason against MHS for loss, theft, damage, or destruction of goods, nor for injury to themselves, employees, volunteers, or visitors incurred at the event.
12. Vendors shall exhibit, sell, or give away only merchandise, literature, and services specified in the application. Vendors shall not sell or give away food or beverages without prior approval by MHS.
13. Vendors must have signage clearly identifying the name of the vendor. Food & Beverage vendors must have signage clearly listing food & beverage offerings and prices.
14. MHS reserves the right to accept or decline any applications.
15. Vendors cannot sublet, assign, donate, or trade spaces.
16. No coupons may be given out from your booth for any business not directly affiliated with your booth.
17. No generators will be allowed without prior approval. This includes both gas and propane. Unless otherwise specified, the only power source allowed will be from services contracted through MHS.
18. No sound amplification may be used unless agreed to in writing with MHS.
- 19. REFUND: Vendor acknowledges and agrees that MHS will not issue refunds under any circumstances. MHS is not liable or responsible for delays, cancellation, or postponements of the festival or events within the festival due to inclement weather, war, government action, strikes or other matters beyond its control.**

Please forward questions to events@moravianhistory.org