

2024 Arts & Crafts Vendor Information

46th Annual Arts & Crafts Festival: Saturday, June 1, 2024



ARTS & CRAFTS
FESTIVAL

The Moravian Historical Society invites you to apply for a booth space at the 46th Annual Arts & Crafts Festival on Saturday, June 1, 2024. We are looking for vendors with unique and high-quality products and will be limiting the number of similar products sold by multiple vendors. Discounted rates available for early registrants. The deadline for applications is Friday, May 24, 2024.

Festival Hours: 10 a.m. – 4p.m. | Vendor Setup: 7 a.m. – 10 a.m. | Vendor Breakdown: After 4 p.m.

Festival Information & Policies:

- The majority of a vendor's items must be handmade. We do not host direct sales vendors.
- 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. No coupons may be given out from your booth for any business not directly affiliated with your booth.
- The Festival is held outdoors and will proceed rain or shine. In case of severe weather, our website (moravianhistory.org) and our Facebook page (facebook.com/moravianhistoricalsociety) will reflect where the Festival will be held by 8:00 pm the night before the festival: at MHS or at a nearby indoor location.
- Setup: Setup is on **Saturday, June 1, 2024**, between **7 a.m.** and **10 a.m.** NO EXCEPTIONS! Festival staff and volunteers will be available to assist with arrival, check-in, and setup.
- Vendors are encouraged to bring hand carts to transport products to their booth during setup and breakdown.
- Vendors must bring their own tents, tables, chairs, electrical cords, and any other items needed. Vendors must have signage clearly identifying the name of the vendor.
- Regular booth spaces are 10' wide x 10' deep, with additional space between booths.
- 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.
- 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.
- No items may be attached to the buildings, trees or anything else on the property.
- 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.**
- Vendors cannot sublet, assign, donate, or trade spaces.
- 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.
- Parking: After setup, vendors should park their vehicles far enough away from the festival grounds to allow parking for patrons. There is no on-site parking except for VIP booths. Handicap parking is available and must be reserved with your application.
- Vendors are responsible for collecting and reporting their own taxes.
- 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.
- MHS reserves the right to accept or decline any applications.
- No generators will be allowed without prior approval. This includes both gas and propane.
- No sound amplification may be used unless agreed to in writing with MHS.
- **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



MORAVIAN HISTORICAL SOCIETY

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