



# 3rd Annual Shawnee Mountain Timber & Balloon Festival October 17th, 18th and 19th, 2008



## **Crafters, Merchandise Vendors & Exhibitors General Information - Procedures, Conditions, and Rates**

This document contains pertinent rules and regulations that govern the operations of the Shawnee Mountain Timber & Balloon Festival (SMTBF).

Due to limited space, SMTBF is extending a limited number of invitations to those vendors that participated the previous location who submit fully executed applications with required enclosures and deposit (see below) by the **July 18, 2008** deadline. Beyond this date, space will be available on a first come, first served basis. Priorities for space will be reviewed based on date of receipt of fully executed application and type of product/item. SMTBF reserves the right to approve any product/item a vendor may wish to sell or dispense.

SMTBF strives to maintain a balance and diversity in vendor offerings, and quality offerings. All applications and products are reviewed so that we may maintain this balance. Our goal is to keep standards high and promote a safe, successful and fun festival. The policies and regulations set forth in this document are designed to maintain order and to regulate activities on the Festival site. Regulations will be enforced.

This is an outdoor event; be prepared for any type of weather in October. Please dress accordingly, i.e. turtlenecks, sweaters, waterproof boots, raincoats and shorts). Tents, canopies and pop-ups must be secured to withstand October weather.

## **PROCEDURES**

The following application and agreement must be fully completed, signed and returned with the following enclosures in order to be considered for participation:

- Up-dated photograph of booth and products
- Detailed list of all proposed products/items sold identifying primary sale item
- \$100.00 deposit fee with a completed and signed application by July 18, 2008
- Full payment by September 4, 2008
- Certificate of Insurance naming **Ski Shawnee, Inc.** as an additional insured.

### **Festival (New) Display times**

<b>Friday, October 17th</b>	<b>4:00 p.m. – approximately 9:30 p.m.</b>
<b>Saturday, October 18th</b>	<b>10:00 a.m. – approximately 6:00 p.m.</b>
<b>Sunday, October 19th</b>	<b>10:00 a.m. – approximately 6:00 p.m.</b>

## CONDITIONS FOR 2008

1. All locations will be assigned by SMTBF. While written location requests will be considered, placement will be at the sole discretion of SMTBF staff. Use of Shawnee Mountain property is strictly limited to assigned location.
2. Exhibitor/Concessionaire parking is provided in designated areas only. With the exception of specified set-up/load-in and break-down/load-out times, vehicles will not be permitted at event site. Vehicles will be removed immediately when asked to be by SMTBF staff.
3. A photograph of the concession set-up and detailed description of products/items to be sold is required with the application before the application can be approved. Any items not listed on the application and approved, will not be allowed to be sold during event. Items will be removed from the concession stand when asked by staff. Failure to abide can result in being asked to leave the festival without a refund.
4. Vendor must provide a certificate of insurance to SMTBF prior to September 4, 2008. The certificate of insurance should indicate comprehensive general liability coverage including product coverage. Certificates of insurance must list the following as additional insured: **Ski Shawnee, Inc.** The minimum amount of \$1,000,000 should be indicated.
5. A space will not be held until the deposit of \$100.00 is received. All deposits and forms must be at SMTBF no later than the deadline date or the deposit is forfeited and the space is released. Final payment and all forms **MUST** be received no later than September 4, 2008, or the space and deposit will be forfeited.
6. All signs and displays must be of a professionally produced nature. Prices of items must be displayed. Hand billing of any kind, without the written consent of SMTBF, is prohibited. SMTBF reserves the right, at its sole discretion, to alter or remove any exhibit or merchandise that does not reflect the high standards of SMTBF. Signs and displays deemed offensive or inappropriate may result in exercise of this option.
7. Vendors are required to keep a neat, presentable booth at all times. Tables should be covered. Empty boxes and trash will not be permitted around the booth. This looks unprofessional and sloppy. SMTBF reserves the right, at its sole discretion, to alter or remove any exhibit or merchandise that does not reflect the high standards of SMTBF. Merchandise deemed offensive or inappropriate may result in exercise of this option.
8. It is the sole responsibility of each exhibitor/concessionaire to obtain the applicable and appropriate state and local licenses and permits as well as payment of taxes pertaining to their operation.
9. A limited number of electrical hook-ups will be available (SEE Application). You can also use propane to run your booth during the day. Generators may only be used with SMTBF approval. Vendor agrees to hold Ski Shawnee, Inc., and any officers and/or owners of the aforementioned company harmless for any damage to equipment caused by any malfunction. Exhibits must remain open until closing. SMTBF will provide day and evening security, but concessionaire agrees to hold **Ski Shawnee, Inc.** harmless for any injury, theft or other loss that may occur to property or person during the load-in/set-up, event, break-down/load-out of the Festival.
10. Concessionaires are not to begin striking their display until Sunday at approximately 6:00 p.m. Leaving early makes the festival look in disarray; and concessionaires who leave early will not be invited to participate the following year.
16. **INSURANCE** \*\* Please note: All vendors are required to submit proof of these types of insurance: general liability, automobile. Proof of these insurances must arrive at Shawnee Mountain no later than September 4, 2008, or vendor space will be released to vendors on our waiting list: Mail Proof to:

Shawnee Mountain Ski Area  
Attn: Jim Tust  
PO Box 339  
Shawnee on Delaware, PA,18356

**Electrical:** Electrical arrangements must be made prior to your arrival. Last minute electrical changes will not be accepted. (**NO GENERATORS PERMITTED EXCEPT WITH SMTFF APPROVAL!**)

160 VOLT POWER  
15 AMPS - \$50.00

*Above 15 amps or 110 volts call Jim Tust @ Shawnee Mountain 570-421-7231 ext. 221*

**INSURANCE:** Vendors must have current Certificate of Insurance naming Ski Shawnee, Inc.

**Compute Total Costs**

Total fee for space	\$ _____
Total fee for electric	\$ _____
Total combined fee due	\$ _____
Deposit due with this application	\$ 100.00
Remainder due No Later Than - September 4, 2008	\$ _____

I have read and understand and will abide with 3rd Annual Shawnee Mountain Timber & Balloon Festival 2008 general information, procedures, rates and conditions.

By signing this application, I acknowledge that the Festival is subject to various weather conditions and federal safety regulations. All performances, balloon launches, and aviation shows are conducted in accordance with FAA rules governing the Festival. The Balloonmeister, the FAA, and certain SMTBF staff have the right to move and/or remove an exhibit. Cancellation of any portion of the event due to weather conditions shall not affect the exhibit times listed. No refund of application fees. Exhibits must remain open until closing, unless the Festival is closed to the public.

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

Please Print Name \_\_\_\_\_

Please make checks payable to: **Ski Shawnee, Inc.**

Mail to: Shawnee Mountain Ski Area  
Attn: Scott Beagin  
PO Box 339  
Shawnee on Delaware, PA 18356

**Tentative Check-In and Set-Up Schedule for 2008**

Vendors with Open Air Space & Trailers:

Thursday, October 17th	10am-7pm
Friday, October 18th	10am-2pm

# 3rd Annual Shawnee Mountain Timber & Balloon Festival

October 17th, 18th and 19th, 2008

Crafters, Merchandisers, Antique Dealers and Exhibitors Application and Agreement

Please print clearly or type the following information:

Company Name \_\_\_\_\_  
Primary Item \_\_\_\_\_  
Contact/Representative Name \_\_\_\_\_  
Street Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone (H) \_\_\_\_\_ (Before/After) What Time \_\_\_\_\_  
Business \_\_\_\_\_ Fax \_\_\_\_\_  
E-Mail \_\_\_\_\_

The above named has read and understands the general information, procedures and conditions and seeks admission as a vendor.

**Primary Sale Item** \_\_\_\_\_

Other Product/Items \_\_\_\_\_

Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Use additional sheets as necessary)

## VENDOR SPACE AND COST

October 18, 19 & 15, 2008 \_\_\_\_\_ 10' x 10 spaces @ \$200.00 = \$ \_\_\_\_\_

ELECTRICITY (15 amp only) @ \$50.00 = \$ \_\_\_\_\_  
(extension cords and lights not provided)

Amount Enclosed (minimum \$100.00 deposit per space) = \$ \_\_\_\_\_

**TOTAL AMOUNT DUE** = \$ \_\_\_\_\_

Please complete and return this form along with your payment, checks payable to **Ski Shawnee, Inc.**, to:  
Shawnee Mountain Ski Area Attn: Scott Beagin  
PO Box 339, Shawnee-on-Delaware, PA 18356

### Pay By Major Credit Card:

Visa  MasterCard  American Express  Discover

Name As Appears on Card: \_\_\_\_\_

Card #: \_\_\_\_\_ Exp: \_\_\_\_ / \_\_\_\_

If you are not accepted for the Festival your payment will be returned by September 15, 2008

Number of vehicle passes required \_\_\_\_\_ (Limit 2)

Number of Vendor passes needed for festival \_\_\_\_\_ (Limit 6)

Anticipated date & time of set up of your booth \_\_\_\_\_