



# 24th Annual Harvest Festival Street Fair

## 2016 Expo Vendor Information

Friday, October 7 & Saturday, October 8, 2016

Main St. Downtown Emmett

- **Applications and payments paid in full are due by Friday September 2, 2016**
- ALL applicants must provide a complete list of items that will be sold and this will be kept on file at our office. Once items are approved there can be no changes. Once accepted you will receive a contract to be signed and returned to Chamber Office. In the event you are not accepted to participate, a full refund will be issued within 2 weeks of receiving your application and payment.
- **NO REFUNDS will be given after you have been accepted.**
- Vendor must provide proof of general liability insurance. Proof of insurance is required once a contract has been issued. Your certificate of liability must identify the Emmett Harvest Festival/Gem County Chamber as certificate holder.
- **Booth Guidelines:**
  - \* All booths must have a canopy or appropriate shelter and must be free standing. The booth must be weighed at each corner in order to withstand wind that may arise during the event. You may use hay bales, buckets of sand, cinder blocks, etc. It is up to the vendor to clean up after themselves.
  - \* Booth space is **10'wide X 10'deep**. Everything pertaining to your booth (including corner tie downs) must fit within your allotted space. If you need additional space you may rent additional booths/spaces.
  - \* Must have your booth manned at all times for both Friday and Saturday.
  - \* ***Due to noise concerns there will be no generators allowed.***
- **Booth Decorating Contest:**
  - \* Prizes will be awarded to the most harvest decorated booth. \* Judging will take place Friday October 7.
- **Check In - Hours of Operation - Tear Down:**
  - \* Check in at the Chamber booth (gazebo) in Pioneer Park.
  - \* Check In begins at 8:00am Friday, October 7, 2016 - Must be completed by 10:00am same day.
  - \* **Late arrivals after 10:00am WILL NOT be allowed to participate.**
  - \* Tear down begins at 5:00pm on Saturday, October 8, 2016 - Booths may only be dismantled and removed after the close of the event at 5:00pm on Saturday, October 8.
  - \* **Hours of festival: Friday Noon - 7:00pm & Saturday 10:00am - 5:00pm**

### **Fees:**

Expo Vendors: \$75 (\$90 after September 2, 2016) Number of Booths (10'w X 10'd) \_\_\_\_\_  
Non-Profit Booths: \$45 (\$60 after September 2, 2016) Number of Booths (10w X 10'd) \_\_\_\_\_

**PLEASE RETAIN THIS SHEET FOR YOUR RECORDS**