



2009 VENDOR APPLICATION

This application is for those interested in being a vendor at the Festival of Ice. **Please read over the Important Vendor Information Sheet** and then **sign, date** and **return** this form to our office with the appropriate fee. Deadline to return form and fee (Make check payable to "JRVVB") to our office is by **Friday, November 13th, 2009** in order to be included in publications.

Initial Vendor Set-up Hours: Thursday (12-4pm)
Vendor Hours: Thursday, December 3rd - 5pm till 9pm
 Friday, December 4th - 5pm till 10pm
 Saturday, December 5th - 11am - 2pm

Type of stand: (Check Box)

Commercial/Food Vendor
(no large food trailers)

Craft/Business Vendor

Non-Profit Club/Organization

- \$125
- Do you need Electricity?*

- \$75
- Do you need Electricity?*

- \$25
- Do you need Electricity?*

Please see vendor information for electricity information.

Business or Organization: _____

Contact Name: _____

Address: _____

City, State, Zip: _____

Telephone #: _____

Fax #: _____

Cell Phone #: _____

Email: _____

Requested Location: _____

Service, Food, or Items You will have available at your stand: _____

Applicant Signature: _____

Date: _____

Return to: JRVVB – Festival of Ice, Historic Courthouse, One West Market Street, Lewistown, PA 17044

Any questions or for more information, call (717) 248-6713 or email festivaloffice@juniatarivervalley.org.

OFFICE USE ONLY

<u>Vendor Space #:</u>		<u>Location:</u>	
------------------------	--	------------------	--

2009 Festival of Ice VENDOR RULES AND REGULATIONS

- Festival of Ice Vendors** will be setup on the Downtown Lewistown Streets on a first-come first-serve basis. Vendors must be present during **ALL HOURS** of the Festival of Ice. (*Note: Kiwanis Christmas Parade is on Saturday, December 5th at 1 pm.*) **Set-up and tear down times are to be observed.**
 - Setup:** All vendors must set up on **Thursday, December 3rd from 12 noon to 4:00pm**. Note that the streets will be closed off at 4pm. **Parking is NOT available on Market Street or any other street being used by the Festival of Ice** for the duration of Festival of Ice, only during unloading and loading. Vendors must move their vehicle before 4:00pm. Designated public parking is available at the Library Parking Lot, Bon Ton Parking Lot, behind the CVS building, South Main Street Parking, and any other street not being used for the Festival of Ice.
 - Tear-Down:** 9pm on Thursday, December 3rd & 10pm on Friday, December 4th, and 2pm on Saturday, December 5th. Vendors must secure their tents and belongings. The Festival of Ice does have security during the night. However, we cannot guarantee nor be responsible for any loss during the night.
- Booth & table fronts must be attractively covered where exposed to public view. **Remember: this is a holiday festival and you should be decorated accordingly!** Keep all packing materials out of sight. All booths are to be safely constructed and arranged in a manner that presents no hazards to the public. Each vendor is required to provide their own tables, chairs, lighting, and canopy/tent (if desired.)
- We will only allow 2 vendors to carry the same item. The Festival of Ice Committee reserves the right to remove questionable merchandise or displays. The Festival of Ice Committee reserves the right to limit items and duplications by vendors.
- Please leave your booth space free of trash and debris. Trash containers will be available for your use. Vendors are responsible for securing and protecting their booth, equipment, and merchandise. **No tented stands in the North or South Mall area.**
- Electricity Information:** Festival of Ice will supply vendors with sufficient electricity for lights and small appliances. **If you are a food vendor, you will need to be self-contained using generators, gas heating, and etc.** Any questions, regarding electricity, give us a call. **No large food trailers are allowed.**
- Send fee with application to reserve your spot. Send or drop off form and money to JRVVB (Historic Courthouse, One West Market Street, Lewistown, PA) by 4:30pm - **November 13th, 2009 in order to be included in publications.** Other vendors will still be taken after deadline pending space. Make checks payable to: JRVVB (Juniata River Valley Visitors Bureau.) Booth space will be assigned on a first come, first serve basis as determined by application postmark.
- A book/map of vendor booths will be available prior to the event. You will be contacted no later than November 20th with booth/event information.

WAIVER OF LIABILITY: Festival of Ice vendors/participants are responsible for their merchandise and fully comprehend the risk of any and all loss, and/or property damage that may occur. In consideration for the opportunity to be a Festival of Ice vendor/participant, the booth operators hereby waive any and all claims for loss and/or property damage of any kind whatsoever against; the Festival of Ice Committee, JRVVB, JVACC, their directors, officers, agents, and employees from any and all expenses, claims, actions, liabilities, attorney fees, or damages, actually or allegedly, resulting from or connected with the operation of said booth.

Thanks for your cooperation and we look forward to seeing you at the Festival of Ice! Any questions call (717) 248-6713 or email festivalofice@juniatarivervalley.org.