

CRAFTS VENDOR COMMITTEE
C/O SHANNA MOORE
403 CENTER ST.
FARMINGTON, MO 63640
May 14th, 15th, and 16th

We would like to cordially invite you to participate in our annual Spring Arcadia Valley Mountain Music Festival. The festival is a place where families can come from all around to listen to traditional country, gospel, and bluegrass music, while experiencing a little piece of our heritage. We are inviting crafters and food vendors who cherish their pioneer heritage and strive to preserve it to participate in this event.

The Festival will be held around the beautiful Iron County courthouse, where there is plenty of room to display your wares and to demonstrate your craft. So bring your talent, your wares, and your experience to the lovely Arcadia Valley, and allow us to extend our hospitality to you. We hope to create a relationship with you that will last for many years to come!

Last year's Festival was a HUGE success, and we are positive that this year will be even better! Don't miss out—reserve your craft or food space now!

A registration form and return envelope are enclosed for your convenience. If you need more information or have any questions, please don't hesitate to call or to e-mail. All contact information is listed at the bottom of the page. Thank you for your interest, and I look forward to hearing from you and to working with you!

Sincerely,

Shanna K. Moore, Vendor Chairperson
Arcadia Valley Mountain Music Festival
573-915-9009
shannakmoore@yahoo.com (e-mail)

Policies and Procedures for Vendors at the

Space Size and Cost: Spaces will be 12' x 12' (see reservation form for pricing) for the event. Indicate on your registration the total number of spaces needed.

Set Up: You may set up beginning at 2:00 p.m. beginning on the Friday of the event, and must complete set up by 5:00 p.m. *After unloading, all vehicles must be moved away from vendor area, as streets will be blocked.* Vendors are required to provide their own tables, tents, etc. Sorry—no electric is available except to food vendors.

Taxes: Each vendor is responsible for determining their liability for collecting and remitting any sales tax that may be required by law.

Cancellation Policy: Full refunds will be made if written notice is received by April 24th. No refunds will be made after this date. This event will be held rain or shine, so come prepared.

Security: We will not be responsible for any merchandise stolen or misplaced.

Space Assignments: Space assignments will be made by the committee based on a first-paid and received basis. All efforts will be made to space like vendors apart (with the exception of food vendors) and to meet any special requests. There will be a \$20 fee charged for vendors requesting that their space be moved to a location differing from their assigned map location.

Closing Time: Vendors will be permitted to keep their shops open until 10:00 on Friday and Saturday nights, and until 6:00 on Sunday evening.

Loading/Unloading: No vehicles will be allowed on the courthouse lawn. Vendors will be permitted to pull their vehicles up to the sidewalk surrounding the courthouse for loading and unloading purposes. Hours for loading/unloading are between 2:00 p.m. and 4:00 p.m. on Friday, between 7:00 a.m. and 9:00 a.m. on Saturday, after 10:00 p.m. on Saturday, between 7:00 a.m. and 9:00 a.m. on Sunday, and after 6:00 p.m. on Sunday.

Items Not Allowed: Political booths endorsing a specific candidate or person, illegal drugs, or alcohol.

Pet Policy: All pets must be on a leash at all times, per city ordinance.

Confirmation: The committee reserves the right to refuse any application. Applications received without a description of merchandise to be sold will be returned to the sender. A Confirmation Notice of Acceptance of your application will be mailed to you.

For additional information on crafts or merchandise exhibits or food spaces, call *Shanna K. Moore* at 573-915-9009.

VENDOR REGISTRATION FORM

Registration **must** be returned by April 1, 2010

NAME: _____

ADDRESS: _____

TELEPHONE: (home) _____ (cell) _____

VENDOR TYPE: Food: ___ Goods: ___ ELECTRIC NEEDED? (for food vendors only) Yes ___ No ___

DESCRIPTION OF YOUR CRAFT/DEMONSTRATION/TYPE OF FOOD:

Spaces are 12 ft. by 12 ft. *If you are demonstrating a period craft (without selling) or are a non-profit organization, there is no charge.* \$50.00 per space for craft vendors, \$60 per space for basic food vendor space (electric), and \$75 per space for premier food vendor space (electric on street). Please provide your own tent or cover. **You can start setting up Friday evening, but you will be responsible for the safety of your property.**

TOTAL AMOUNT ENCLOSED: _____ NUMBER OF SPACES NEEDED: _____

Make checks payable to: A.V. Mountain Music Festival (please mark "Vendor" in memo area)

I have read the Policies and Procedures for vendors and I agree to follow the guidelines, rules and regulations of this event. I hereby waive and hold harmless the organizers and members participating in the event and state they shall not be held liable for any personal accidents, injuries, theft or damage of property in any way.

Signature

Date

Return application and payment to: Shanna K. Moore, Vendor Chairperson
403 Center Street
Farmington, MO 63640

Spring Festival
~EVALUATION~

1. Were you satisfied with the location of your booth? Explain.

2. Was the vendor committee helpful? Explain.

3. Were you satisfied with the number of customers visiting your booth? explain.

4. Were you satisfied with the advertisement of this event? Explain.

5. Do you have any suggestions for improving this event?

6. Do you wish to be contacted for our next festival?

ADDITIONAL COMMENTS:

Name _____ Phone Number _____

E-mail _____