

PLEASE PHOTOCOPY FOR YOUR FILE
"Operations" and "Presentation Guidelines"
are addenda to Application/Contract.



The 34th Annual
Penn's Colony
FESTIVAL
Artist & Craftsman Marketplace
Application/Contract
September 16, 17 & 23, 24 - 2017
Saturdays 10:00-6:00 Sundays 10:00-5:00

For Office Use Only	
WORK	_____
BOOTH NUMBER	_____
BOOTH FEE	_____
PAYMENT #1	_____
PAYMENT #2	_____
PAYMENT #3	_____
JURY STATUS	_____

(We must have current and complete information. Please print clearly. Thank you!)

EXHIBITOR NAME _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

TELEPHONE _____ EMAIL _____ WEBSITE _____

COLONIAL BOOTH NAME _____

(Booth takes an 18th c. style name. Example: John Doe - Woodwright)

CATEGORY OF WORK _____

(Describe the category of work submitted. Example: Decorative Painting on Wood, Woodworking, Weaving, Stained Glass, etc.)

DESCRIBE MERCHANDISE TO BE SOLD List merchandise to be displayed and sold. No import, pre-bought or kit merchandise. (Multiple products within the same category do not need to be re-listed. Attach inventory checklist if convenient. Describe materials used in making products. Enclose corresponding images (minimum of eight (8) that represent your entire product line/inventory. CD or color catalogue with descriptions is accepted. **Adequate postage on a (SASE) with application is required. Applicant provides requested information for 2017, regardless of previous year(s) of participation in Penn's Colony.** Exhibitor agrees to display and sell only the approved merchandise as provided in the image reference.

(If additional space is required, please attach separate sheet.)

Event "Operations" and "Presentation Guidelines" are addenda to this contract and mailed with the exhibitor acceptance package.

BOOTH & SIGN A booth can be a historic or traditional-style tent or a simple black metal or wood frame that is painted, stained or weathered and covered with a canvas-style tent top. (Modern Easy-Up canopies and similar quick-set-up booths can only be used with a pre-approved disguise to fit the colonial theme. Call the office at 724-352-9922 to discuss methods to disguise this type of booth.) **All applicants** describe materials of booth structure, roof covering, display racks, etc. And, also describe Booth Sign. Include photo or sketch of Booth and Sign. **Please- (to describe a Booth or Sign as "Same as last year" is not the information requested). Exhibitor with year-round structure on the festival grounds describes the current Sign and any Booth upgrade (if planned) and includes a current photo or sketch.**

Overall Booth Dimensions _____ Describe Booth Structure Materials (submit current photo or proposed sketch):

Description of Overhead Booth Sign (submit current photo or proposed sketch): *Booth Sign is handmade in Colonial style using wood (painted or carved) or painted framed canvas. Computerized typeset signs on foamcore, MDF or vinyl banners are not allowed.*

(If additional space is required, please attach separate sheet.)

COLONIAL COSTUMING is required. Costuming for all booth personnel is authentically styled to the mid-18th century Colonial trades.

DEMONSTRATION is required. Demonstrate any stage of making a product during show hours. The purpose is to show a traditional handcraft technique using materials and tools easily interpreted as within the colonial period. **Please describe the process and tools below.** (See Presentation Guidelines, which are mailed with an exhibitor acceptance package for easy demonstration tips.)

Exhibitor understands that this application/contract is not a lease, but represents the conditional right to use assigned space during Penn's Colony Festival and agrees to participate in Penn's Colony Festival being held September 16, 17 & 23, 24 - 2017, Rain or Shine.

Exhibitor carries current comprehensive general liability insurance with a certificate of insurance presented upon request.

Exhibitor agrees, in consideration for the use of assigned space, to participate in Penn's Colony Festival, to indemnify and hold forever harmless Preservation Partners and Penn's Colony Association, Inc. and lessor from and against any and all suits, either in law or in equity, claims, loss or damage to persons and/or property which may be caused by any act, omission, neglect, or wrong doing by exhibitor, its agents, representatives, or employees for all year-round activities for the operation of the annual Penn's Colony, not limited to the dates of the Festival.

Exhibitor provides Pennsylvania State Sales Tax License Number here _____, as required by the state to be forwarded to the Sales and Use Tax Bureau of Pennsylvania by Penn's Colony. A current Pennsylvania tax license is displayed in public view within the exhibit booth. (Contact 717-787-1064 or online at www.revenue.state.pa.us to obtain a free PA Sales Tax License.)

If Penn's Colony Festival is cancelled or if an exhibitor's accepted application is revoked by Penn's Colony Association, Inc., this contract shall be null and void, except that: 1) a refund of all monies received from exhibitor (less a \$20 handling fee) will be made if cancellation or revocation occurs on or before April 30, 2017, unless the festival is cancelled due to conditions which are beyond Penn's Colony Association, Inc.'s control, in which case no refund will be made; and 2) no refunds will be made after April 30, 2017, unless the festival is arbitrarily cancelled by Penn's Colony. Written cancellation by exhibitor must be received by Penn's Colony by April 30, 2017.

INFORMATION REQUEST CHECK LIST:

- If service map listing area campgrounds, motels, B&Bs, restaurants and supply stores is requested, please check. _____
- Travel trailer & camper overnight camping is free, however, a reservation for space is requested. Check here for form. _____
- If you will distribute Penn's Colony brochures, please state quantity. _____
- Number of costumed booth personnel name tags needed. _____
- Total no. of vehicle passes needed for each car, truck, van, cargo trailer, RV & camper on the grounds at any time. _____

An exhibitor package containing a map of the Festival grounds with directions to the show, your assigned booth space number, and the appropriate number of vehicle and personnel passes will be mailed to you no later than August 31, 2017.

DEADLINES: Exhibitor provides completed application/contract, and agrees to abide by the following payment plan. Enclose (SASE) with proper postage for return of jury materials to include the festival's response package.

By Jan. 31, 2017 Take \$30 off per booth fee when full payment and completed application/contract are received by this date.

By Jan. 31, 2017 Minimum of 1/3 booth fee is required with completed application/contract. The 4-day (non-discounted) show fee is \$487.00 for a single booth space of 10 ft. wide x 10 ft. deep; \$730.00 for a 15 ft. wide x 10 ft. deep booth space and \$974.00 for a double booth space of 20 ft. wide x 10 ft. deep. A booth/tent that is larger than 10 ft. wide is pro-rated for the additional space at \$40 per foot of width unless a 1-1/2 or double space fee is paid for the contracted space requested. A \$20 late fee is charged if application and minimum payment are not received by 1/31/17.

By Apr. 30, 2017 Second _____ received by 4/30/17.

By Jun. 30, 2017 Third _____
show j _____

**New applicants can still apply after the deadlines.
Late fees may be waived at management's discretion.**

After July 1, 2017 A \$75 late fee is charged for applications and/or any booth fee payment received after July 1, 2017.

Fee to be remitted by exhibitor to Penn's Colony upon execution hereof, the receipt of which is hereby acknowledged. A notice of exhibitor acceptance along with jury materials or, a notice of exhibitor non-acceptance with jury materials and downpayment fee will be **returned by applicant's Self Addressed Stamped Envelope (SASE) only**. Acceptance is at the sole discretion of Penn's Colony. Management reserves the right to remove any individual or entity for noncompliance, which will make this agreement null and void. If an exhibitor payment can not be processed due to insufficient funds, a charge of \$40 will be incurred by exhibitor. If legal action is required to pursue contracted payments, exhibitor is to reimburse Penn's Colony for court costs and attorneys fees.

Please complete this contract with applicant signature and date. Mail with (SASE) and appropriate application fee, the required number of photos or images, CD or catalog of merchandise with photos/sketches and descriptions of booth and sign. Make check payable to Penn's Colony and mail to: Penn's Colony, P.O. Box 431, Saxonburg, PA 16056. For information call (724) 352-9922 or email: penns@consolidated.net.

I, the undersigned, have read and fully understand this application/contract and agree to abide by it in full.

Signed _____ D/B/A _____ Date _____