



"A young people's celebration in a festive atmosphere of the arts and fantasy in nature."

## The Woodland Hobbit & Fairy Festival

**Saturday, June 13th, 2009**

10AM - 5PM

Hemlock Springs Historic Crafts & Cultural Arts Center

[www.woodlandfairyfestival.org](http://www.woodlandfairyfestival.org)



814.545.1205

Return this application and your  
check to:  
WHFF  
c/o Jennifer A Stambaugh  
PO Box 421  
Port Allegany PA 16743

### **VENDOR APPLICATION**

The Woodland Hobbit & Fairy Festival Council see vendors as a way to include a variety of creative quality arts & crafts that positively represent Fairy & Woodland themes. Vendors must share in the festival's vision, desire to be associated with the festival and demonstrate a strong level of cooperation, fairness and good business practice with respect to the guests of the Woodland Hobbit & Fairy Festival.

Please include a photo (with name and address on back) and a description of the work you wish to exhibit. All Vendor applications will be juried as to their compliance with the objectives and themes of the Woodland Hobbit & Fairy Festival. Opportunities may be subject to negotiation and there is a strong willingness on the part of the presenters to creatively collaborate with all vendors to foster a positive and productive vendor relationship. If you wish photos to be returned, please include a self addressed stamped envelope.

The maximum number of spaces a vendor may rent is two. As there are no side curtains available, we suggest you bring tarps. We do not furnish tables or chairs and there is no electrical service available for vendors.

All vendor spaces include;

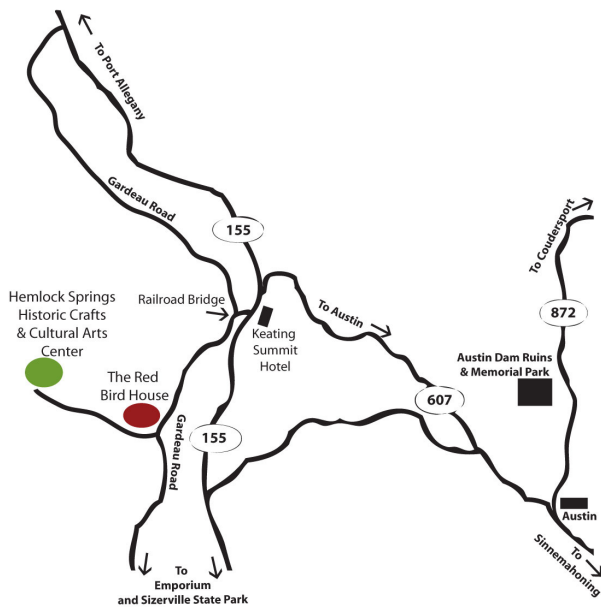
- 1 parking pass (there will be vendor only parking location)
- 2 festival passes for vendor and associate
- Identification for vendors and associates

## Set-Up/Tear Down

- Vendors will be allowed to set-up their booth during Friday, June 12th (with prior approval - security will be provided) or Saturday June 13th 7am to 9am.
- All vendors must be set-up and prepared by 9:30am the day of the festival.
- All vendors are required to remain open for business during the time of 10am - 5pm.
- No vendors will not be permitted to tear-down earlier than 5pm.
- Exhibits must be tore down and removed from the property Saturday night.
- Vendors are responsible for the set-up and tear down of their exhibits.

## Costumes & Booths

- Vendors and their staff are strongly encouraged to participate in the ambient theme of The Woodland Hobbit & Fairy Festival by wearing appropriate attire.
- The Woodland Hobbit & Fairy Festival Council strongly urges Vendors to decorate their spaces and booths with the Fairy/Woodland theme. This can be achieved simply and inexpensively with some forethought and creativity. The Festival Council is committed to assisting any Vendor in need of decorating ideas and solutions. Contact Jennifer at [jenniferstambaugh@jstambaugh.net](mailto:jenniferstambaugh@jstambaugh.net) for more information.



The Woodland Hobbit & Fairy Festival is located at Hemlock Springs in Keating Summit Pennsylvania. This map is included to give a general idea of the festival location. A map and driving directions will be included with Vendor Packets upon acceptance.

It shall be understood that the following Vendor Agreement and Application will be juried as to the vendor's appropriateness to the festival's goals and themes.

Please read the following agreement, fill out the application and enclose your check or money order to: WHFF, c/o Jennifer Stambaugh, PO Box 421, Port Allegany PA 16743.

This agreement is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_ 2009 by and between The Woodland Hobbit & Fairy Festival hereinafter referred to as "WHFF" and \_\_\_\_\_ hereinafter referred to as "Vendor" with reference to the following facts:

### **Vendor Agreement**

1. WHFF grants Vendor, the right to sell, distribute or display and Vendor agrees to sell, distribute or display, at the festival site, only the items listed and described on attached Vendor Application.
2. WHFF will provide space at the festival site. This space as designated by WHFF, will be for the exclusive use of the Vendor. Upon taking possession of the vending space the Vendor shall constitute acknowledgement that the space is in good condition. Vendor shall accept space in its present condition, and WHFF shall not be required to make any alterations thereto.
3. Vendor shall pay to WHFF, for the use of the designated space, under a 30' X 75' tent:

| Woodland Hobbit & Fairy Festival Vendor Spaces Available |                                       |                    |
|--|---------------------------------------|--------------------|
| # spaces available                                       | Size of Vendor Spaces                 | Cost of each Space |
| 8  | 3' X 10' (1 table with 4' walk space) | \$30.00            |
| 6  | 10' X 10'                             | \$70.00            |
| 2  | 8' X 10'                              | \$60.00            |

4. Vendor agrees to set up designated booth before 9:30am on Saturday June 13th, 2009 and be open for business by 10am. The Vendor must remain open until 7pm unless incimate weather dictates an earlier booth breakdown.
5. All vehicles (unloading) must not be located inside the festival grounds after 9:30am. Parking areas will be pre-assigned and clearly identified.
6. Vendor shall keep the booth area in a clean and sanitary condition at all times. Vendor shall be responsible for removing any and all trash from their booth and surrounding area, and disposing it in the designated trash container provided on site.
7. Vendor agrees to stock sufficient inventory, supplies or commodities to adequately service the anticipated 500 attendees at the festival.
8. Vendor is responsible for providing the entire contents, decorations, costumes and

fixtures needed to complete their booth; including but not limited to: tables, chairs, display racks, etc.

9. Applications and space assignments will be accepted on a first come first served basis. You will be notified within 10 days of receipt of your vendor application if you have been accepted or denied a space at the festival.
10. Vendor agrees to indemnify and hold WHFF, its presenters, and Hemlock Springs harmless from any claims or causes of action arising out of or in any way connected with the activities of the Vendor, or sale by the Vendor to the attendees of its products, at festival site.
11. Vendors are recommended to have a general commercial liability policy of insurance showing onsite coverage.
12. If in the judgment of WHFF the manner of the operation of the booth or the quality of the merchandise or services does not meet the requirements of this agreement, or if the vendor is in default of any other term of this agreement, WHFF may terminate this agreement in part or in its entirety.
13. Vendor may terminate this agreement at any time with the understanding that all fees paid to WHFF will be forfeited without the availability of a whole or partial refund.
14. Vendor may not assign any right, privilege or license conferred by this agreement without first obtaining the consent of WHFF.
15. WHFF shall retain the right to grant reasonable extensions of time to Vendor for any purpose or for the performance of any obligation of the Vendor.
16. Sales or Distribution of the following is strictly prohibited:
  - Illegal substances such as illicit drugs and/or drug paraphernalia
  - Alcoholic Beverages of any kind
  - Animals/pets
  - Guns or other mechanical weaponry (decorative swords, knives etc, permitted with prior approval)
  - No CHILDREN'S SWORDS or WEAPONS, plastic or wooden, whatsoever

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Signature of Authorized Agent

Date

# Woodland Hobbit & Fairy Festival Vendor Application Form

Please mark the size booth you would like.

- 3' X 10' (1 table with 4' walk space)
- 8' X 10'
- 10' X 10'

Vendor Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Please list items/services that will be offered within your booth:

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Price range of listed items: \_\_\_\_\_

Please include photos or web-site information for viewing your products. You may also include any reference material or testimonials that represents your craftsmanship or services. Please make non-refundable deposit check to:

WHFF  
c/o Jennifer A Stambaugh  
PO Box 421  
Port Allegany PA 16743

Visit [www.woodlandfairyfestival.org](http://www.woodlandfairyfestival.org) or call Jennifer at 814.545.1205 for more information.

After the Woodland Hobbit & Fairy Festival Council receives this form with full payment, you will be contacted within ten days with an acceptance or denial of your application. Vendors will be juried by the WHFF Council and then confirmed on a first come, first serve basis with full payment. Space is limited.

Upon acceptance, you will receive a Vendor Packet with directions, map, local accommodations, parking pass, festival passes, signed agreement, layout of vendor spaces with yours designated, and other pertinent information.