

**Sponsor:** The Pennsylvania Gourd Society (PAGS)

**Purpose:** The purpose of the Gourd Fest is to educate, familiarize and entertain the public with gourds.

**Location:** Smucker's Gourd Farm, 317 Springville Rd, Kinzers, PA 17535

**Dates/Times:** Thursday & Friday 6/21- 6/22 from 8:30 am to 4:30pm

Saturday 6/23 from 8:30 am to 4 pm

*Gourd Fest will be held rain or shine.*

### **The Details**

- 1 Vendor Space Available (inside) 100 sq ft
  - o \$45 fee, per space for non-members
  - o \$35 fee per space for PAGS members
- 2 Vendor Space available (outside) 200 sq ft'
  - o \$45 fee, per space for non-members
  - o \$35 fee per space for PAGS members
- 3 Electricity available (indoors only) upon request.
- 4 NOTE: **All** raw uncleaned gourd sales must be outside
- 5 A confirmation email will be sent to you within 5 days of its receipt. Directions to Kinzers will be included.
- 6 Kinzers, PA is located approximately 15 miles east of Lancaster, PA and 20 miles west of Downingtown, PA

### **Vendor Set-up**

Wednesday 6/20 from 10 am – 6 pm and Thursday 6/21 from 7 – 8:30 am **MUST** be fully set-up before doors open at 8:30 am

### **Vendor Requirements:**

- 1 Supply own tables and chairs (plus your own power strips and extension cords if electricity is needed)
- 2 Ensure a minimum of one person will be at the booth the entire time.\*If needed, a booth sitter may be available upon request for a lunch or bathroom break
- 3 Must be a Gourd artist/craftsperson and/or suppliers of tools, supplies, and embellishments for gourd creations
- 4 PAGS encourages vendors to do demonstrations in their spaces
- 5 Vendors have the right not to have their items photographed. If a vendor does not wish to allow photographs, the vendor will be responsible for posting a clearly visible sign noting such.
- 6 PA Sales License

- 7 Donation of an item to PAGS fund-raising activity - the Silent Auction

### **The Fine Print**

- 1 Reservations accepted on a first-come, first-serve basis. Booth assignments will be made by the Fest Committee. \*Preference for location will be given to returning vendors if application is received by 2/15/2012
- 2 Reservations must be pre-paid.
- 3 Cancellations (with refund) no later than May 20, 2012; (Cancellation after May 18<sup>th</sup> may be refunded if PAGS is able to rent the space to another vendor).
- 4 The PAGS and the Smuckers **are not** responsible for accidents, loss, theft, or breakage of any items or vehicles.
- 5 All vendors are expected to be packed up and off the property no later than 9:00 pm Saturday evening, June 23, 2011.
- 6 **NOTE: There will be no early breakdown.** If you break down before 4:00 pm, you may not be invited back the following year.
- 7 Tax Information – for license application go to <http://www.pa100.state.pa.us/>
  - o PA State Sales Tax is 6% on all tangible sales. It shall be the individual vendor's responsibility to collect and report such tax as appropriate.

### **INSTRUCTIONS:**

1. Complete the vendor registration form (below).
2. Please make checks payable to "PA Gourd Society". We can only accept personal checks, money orders or certified checks. No credit cards.
3. Send form with appropriate space(s) fee(s) to the Gourd Fest Chairperson no later than June 2, 2012 at the following address:

Brenda Riggs  
22 South Second St  
Dillsburg, PA 17019

Please call me at 717-514-5356 or e-mail [gourdhead01@verizon.net](mailto:gourdhead01@verizon.net) with any questions about vending at the Gourd Fest or the teacher volunteer booth.

Your Name & Business Name (Print) for name tag

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Address

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Contact phone number

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Contact eMail address

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I will be selling the following types of items:

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Demonstrations I will be doing at my booth:

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Gourd Society(s) Membership

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	members	Non members	Totals	
			#of Spaces	Fee
Indoor equivalent of 10' x 10'	\$35 each space	\$45 each space		
Outdoor 10' x 20'	\$35 each space	\$45 each space		

***I have read and agree to the terms stated in the Vendor Information section.***

**Signature**

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Send to:

Brenda Riggs  
22 South Second St  
Dillsburg, PA 1701  
For questions, call: 717-514-5356 (evenings)