

Dear Friend:

We are now accepting applications for the 2017 Pennsylvania State Laurel Festival's annual Arts & Crafts Fair. This letter contains full details of the show as well as information for the application process.

### **General Info**

Dates for this year's show are Friday, June 16 and Saturday, June 17. Show hours are Friday 10 AM - 8 PM and Saturday 9 AM - 7 PM.

This is an OUTDOOR show; held RAIN OR SHINE, please come prepared. Please note that parking for vendors is approximately 600 yards from the set-up location. All vendors will need to park at that location after unloading and for the duration of the show.

For insurance reasons, vendors may **NOT** have pets in their booths.

### **Requirements for Art Work**

All **products must be handcrafted**, not from kits. Any vendor displaying items purchased from wholesale suppliers will be asked to remove them. All vendors will be juried during the show by one of the original jury committee. **The Festival Committee reserves the right to pass judgment in regards to the above rule of eligibility not only when reviewing applications, but also during the show.**

ALL applications for vendor space must be accompanied by **five (5) current, crisp, clear photos showing your product, one (1) showing your raw materials, one (1) showing you making your product and one (1) current photo of your booth setup, in order to be considered. For accepted vendors, photos will be retained on file until the day of the show.**

### **Jury Process**

**ALL APPLICANTS MUST SUBMIT TO THE JURY PROCESS. - PRIOR YEAR ACCEPTANCE DOES NOT GUARANTEE ACCEPTANCE IN CURRENT YEAR. Do not assume admission without jury approval. Deadline for submission of applications is January 6, 2017.** All applicants will be advised of acceptance by March 17, 2017. A map showing booth location will be provided prior to the show. When completing the application, it is important that you list **all** types of items you sell. **Vendors may be asked to remove non-juried merchandise.** The decision of the jury is final.

### **Payment**

Booth fee is per space for two days, includes electricity, and is non-refundable upon acceptance. There is also a **non-refundable \$15 application fee.** Please include payment in the form of **two (2) checks**, both made payable to PA State Laurel Festival.

If you are declined entry by the jury, your booth fee check will be returned promptly.

### **Space Locations**

Booth sizes are: 10'x10' (\$150); and 20'x10' (\$300). Since the aisles are narrow, we ask that you please keep your merchandise within your booth space. **Do not erect additions on the rear or sides of your space.**

When completing the application, you must list the size, width, and height of your display, **including whether or not you have a canopy.** We encourage all vendors to demonstrate their art or craft during the show. If you will be demonstrating, please let us know so that we can provide you with additional publicity.

### **Important Dates**

**Application Deadline:** January 6, 2017

**Notification of Accept/Reject:** Approximately March 17, 2017

**Set-up:** Thursday, June 15, **2 PM- 7 PM** and Friday June 16, **7 AM -10 AM.**

**Show Hours:** Friday, June 16, **10 AM - 8 PM** & Saturday, June 17, **9 AM- 7 PM**

**Vendors tearing down their booth before the end of the show, leaving the show early or arriving late, without prior arrangement with the committee, will not be invited to return.**

**The Wellsboro Police Department has requested that NO Vendor setup prior to 2PM on Thursday, June 15.**

### **Vendor Checklist**

- Self-addressed stamped envelope with sufficient postage. Applications without sufficient postage will not be accepted.
- One check in the full amount of the booth space
- One check for the application fee of \$15
- Completed application - **including PA tax #** (Call PA Dept. of Revenue for application, 717-787-1064)
- 5 current, crisp, clear photos showing your finished, handcrafted product, 1 photo of your raw materials, 1 current photo of you making your product and 1 photo of your booth setup.

**ANY REQUEST THAT DOES NOT INCLUDE ALL OF THESE ITEMS WILL BE CONSIDERED INCOMPLETE AND WILL BE RETURNED TO THE APPLICANT**

### **Contact Info**

Please mail to:

**\*\* PA State Laurel Festival, P.O. Box 733, Wellsboro, PA. 16901 \*\***  
**ATTN: Arts And Crafts Committee**

Any questions not addressed in this letter may be directed to the committee at the address above or call 570-724-1926.

**Arts & Crafts Committee  
2017 Pennsylvania State Laurel Festival  
ARTS & CRAFTS FAIR APPLICATION**

**For Office Use Only**

Space # \_\_\_\_\_

Paid \_\_\_\_\_

Pmt. Method \_\_\_\_\_

Date Rec'd \_\_\_\_\_

Category \_\_\_\_\_

Business Name: \_\_\_\_\_

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

City, State, Zip \_\_\_\_\_

Owner: \_\_\_\_\_

Telephone #: (\_\_\_\_) \_\_\_\_\_ PA Tax ID Number (**REQUIRED**): \_\_\_\_\_

Vehicle Make/Model: \_\_\_\_\_

License Plate State & #: \_\_\_\_\_ Cell phone number: \_\_\_\_\_

**SPACE REQUESTED** (please circle): 10'x10' (\$150)      20'x10' (\$300)  
(INCLUDES ELECTRICITY)

For your convenience, we accept VISA & MASTERCARD for payment. If paying by credit card, *the \$15 application fee will be charged when your application is received.* No other charges will incur until acceptance into the show.

CARD # \_\_\_\_\_ EXP. DATE \_\_\_\_\_

Security Code \_\_\_\_\_ Billing Address (if different than above) \_\_\_\_\_

SIZE OF DISPLAY: HEIGHT \_\_\_\_\_ WIDTH \_\_\_\_\_ DEPTH \_\_\_\_\_

CANOPY? YES \_\_\_\_\_ NO \_\_\_\_\_

LIST ITEMS TO BE SOLD & DESCRIPTION OF PHOTOS: \_\_\_\_\_

(Use back of application if necessary)

WILL YOU DEMONSTRATE YOUR ART/CRAFT? YES \_\_\_\_\_ NO \_\_\_\_\_

Any additional information you think would be of interest regarding your art/craft: \_\_\_\_\_

DO YOU REQUIRE ANY ADDITIONAL INFORMATION (motels, campgrounds etc.)? \_\_\_\_\_

**DEADLINE FOR SUBMISSION OF APPLICATIONS IS FRIDAY, JANUARY 6, 2017**

Eight (8) clear photos must accompany all completed applications, a check in the full amount for space(s), as well as a check for the application fee, and PA tax number. Any application not including **all** of the above information will be considered incomplete and will be returned without consideration. **Decision of jury is final.**

Signature \_\_\_\_\_

*"I understand that the \$15 application fee is non-refundable and that upon acceptance, booth fees are non-refundable, for any reason". Permission to run credit card if applicable.*

**Mail application to:** Pennsylvania State Laurel Festival  
P.O. Box 733, Wellsboro, PA 16901  
Attn: Arts & Crafts Committee