

# 35<sup>th</sup> ANNUAL DICKENS OF A CHRISTMAS

WELLSBORO, PA

## Craft vendor Application

The search is on for creative Dickens vendors to populate the streets of Wellsboro during the 35<sup>th</sup> Annual Dickens of a Christmas celebration, Saturday, December 1st, 2018, 9:00 a.m. to 4:00 p.m. Please review the following guidelines prior to applying.

- **This is a juried arts & crafts show.**
- **All arts and craft items MUST BE HANDCRAFTED (no kits or imports please), and must be appropriate to the holiday season.**
- **Victorian garb and seasonal decorations are a requirement for all booths.** There will be a costume workshop for interested “Dickens of a Christmas” vendors/participants, on Wednesday, November 7th in the lobby of the Penn Wells Hotel at 7:00 p.m.
- Participants are responsible for their own display equipment, tables, etc.
- **No Canopies please!** (In the event of inclement weather, we recommend that you bring your canopy and check with your block captain before erecting.)
- **Display cannot exceed more than 3 feet high from the table top.**
- **Electricity is not available;** please do not request electric from business owners.
- **An application-processing fee of \$15 must accompany your application, checks should be payable to the Wellsboro Chamber of Commerce. This fee is nonrefundable regardless of your acceptance status to the show. The processing fee is waived for nonprofit organizations.**
- **Booth fees will not be refunded, for any reason, after October 1<sup>st</sup>, 2018.**

**PREPAID, NON-REFUNDABLE,** booth rental fees are as follows:

5 ft. x 6 ft. - \$100

10 ft. x 6 ft. - \$185

Get your application in early. *THE DEADLINE FOR JURY IS May 11, 2018.*

Following completion of the jury process, vendors accepted will receive a map showing your reserved space and further information. We will mail out acceptance near August 1st, but please allow time for mail to be delivered.

*NOTE: Do not assume admission: All applications will be juried. We reserve the right to reject items that are not appropriate.*

**If you are a food vendor and received a craft application please contact the Wellsboro Area Chamber of Commerce at 570-724-1926 or [info@wellsboropa.com](mailto:info@wellsboropa.com) for the appropriate application.**

**WELLSBORO CHAMBER OF COMMERCE**  
**35<sup>th</sup> ANNUAL DICKENS OF A CHRISTMAS**  
**December 1, 2018**  
**Juried Arts & Craft Application**

**For Office Use Only**

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

Paid \_\_\_\_\_

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

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

Category \_\_\_\_\_

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

Organization/Business: \_\_\_\_\_

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

City, State, Zip Code: \_\_\_\_\_

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

E-Mail Address: \_\_\_\_\_

PA SALES TAX NUMBER: \_\_\_\_\_

**(Required)**-phone PA Dept. of Revenue for application 717-787-1064)

VEHICLE LICENSE # \_\_\_\_\_

**Please circle booth size (Please contact our office for booth size over 10ft.):**

**5'x 6' - \$100**

**10'x 6' - \$185**

Description of Products to be sold: **(PLEASE LIST) only products listed are allowed in show.** \_\_\_\_\_

Items offered for sale at your booth **MUST** be limited to those items listed above. Multi-vendors in a booth must be registered as such. Vendors not registered will be asked to leave.

\* Do not request electric. Please **DO NOT** contact business owners for use of their electric.

\* Canopies are not allowed.

**Application Requirements:** All applicants are subject to the jury process. Any application not including all requested information will be considered incomplete and returned.

- **Application processing fee of \$15** (nonrefundable regardless of your acceptance status, waived for nonprofit organizations). **Please provide a separate check for the processing fee**, payable to the Wellsboro Area Chamber of Commerce.
- **Four (4) clear, current color photos of your products and two (2) current photos of you making your product and one (1) photo of your booth.**
- Check in the full amount of space(s)-Non refundable regardless of cancellation date or reason.
- PA Sales tax number
- **Large stamped self-addressed envelope (if not included, your pictures will not be returned).**

**Please mail your completed application, booth fee and photos to:**

Wellsboro Area Chamber of Commerce

P.O. Box 733

Wellsboro, PA 16901

For questions please call 570-724-1926 or email [info@wellsboropa.com](mailto:info@wellsboropa.com)

**DEADLINE IS May 11, 2018.**

Signature \_\_\_\_\_

*"I understand that the \$15 application fee is non-refundable and that upon acceptance, booth fees are non-refundable, for any reason".*

We accept Visa and MasterCard for payment.

Credit Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_ Security Code: \_\_\_\_\_

Billing Address (If different than above): \_\_\_\_\_

Signature \_\_\_\_\_