

**NEW CRAFT VENDOR APPLICATION
FORT LIGONIER DAYS
OCTOBER 9, 10 & 11, 2020**

Please complete and return this application with at least 4 photos of your craft & booth.

You will not be considered for this festival if you fail to complete this form in its entirety.

(Please do not submit CDs or web-links of photos). Photos will not be returned.

To submit application, mail to: **Craft Committee, Fort Ligonier Days, Inc.**

PO Box 528, Ligonier, PA 15658

APPLICATION DEADLINE IS MARCH 31, 2020

NAME _____

BUSINESS NAME _____

PA. SALES TAX NUMBER _____

MAILING ADDRESS _____

CITY

STATE

ZIP CODE

TELEPHONE (Primary) _____ (Secondary) _____

EMAIL ADDRESS _____

BEST CONTACT IS BY: PHONE EMAIL

WEBSITE _____

MY CRAFT IS _____

HAVE YOU PARTICIPATED IN FORT LIGONIER DAYS IN THE PAST? _____

MY CHOICE LOCATION IS (Mark 1, 2, 3, 4, 5)

Municipal Lot (Paved)

Loyalhanna Lot (Paved)

Fairfield Lot (Paved)

Mellon Park Lot (Grass)

Train Station Lot (Grass)

ENCLOSED ARE MY CHECKS TO COVER:

\$10.00 Non-refundable Application Fee (10' x 10') **(Must be separate check)**

\$400.00 One Full Booth Space Fee (10' x 10') – **All Lots**

\$50.00 Additional Charge for Corner Booth Space – **All Lots Except Mellon (available on a first come first serve basis)**

\$100.00 Additional Charge for Corner Booth Space – **Mellon Lot Only (available on a first come first serve basis)**

\$30.00 Electric Hook-up Fee – **Municipal, Loyalhanna, and Train Station Lots Only** (limited number of hook-ups)

_____ **TOTAL AMOUNT ENCLOSED** (2 separate checks: application fee and booth space fee)

******PLEASE MAKE ALL CHECKS PAYABLE TO: FORT LIGONIER DAYS, INC.******

Do you carry liability insurance? _____ Please provide a copy of your certificate of insurance with application.

For questions regarding invoicing and payments please contact 724-238-3000. For all other questions, please contact 724-238-3680, or email info@fortligonierdays.com.

Please initial below to confirm your understanding of each specific rule. Immediate expulsion from the show will occur if you fail to follow any of these rules.

_____ The times of the show are 9:00 a.m. to 6:00 p.m. Friday and Saturday, and 10:30 a.m. to 5:00 p.m. Sunday.

_____ My booth must be set up by the start time all three days and be manned with supplies.

_____ Without explicit permission from the craft committee, I will not set up for the show outside of the designated times.

_____ I will not pull my car onto grass lots to unload.

_____ I understand parking areas are not guaranteed. Spots will be recommended on a first come, first serve basis.

_____ I must stay open for all three days of the show and all hours.

_____ I may not use generators or space heaters.

_____ I will not argue with any craft vendors or craft committee members.

I hereby acknowledge having read the basic rules and regulations of the Fort Ligonier Days Craft Show; I agree to abide by these rules. I understand that placement within craft lots is at the discretion of the Craft Committee. I understand all crafters selected are required to stay open throughout scheduled show hours despite inclement weather conditions. In the event of severe conditions, the FLD committee will determine the appropriate actions to be taken. I understand my booth(s) should be designed to handle all kinds of weather. I understand that neither the Ligonier Valley Chamber of Commerce, the Borough of Ligonier, nor Fort Ligonier Days, Inc. are responsible for any loss or damage to my exhibit or to myself.

Signed _____

Date _____

ATTENTION CRAFT APPLICANTS:

We ask you as quality craftspeople to please pass on information about our Fort Ligonier Days Craft Show. We are always striving to attain the highest quality crafters to invite to our show. Crafters can send a self-addressed, stamped envelope to Fort Ligonier Days, Inc. PO Box 528 Ligonier, PA 15658 or visit www.fortligonierdays.com for an application. Thank you for your help.

2020 Fort Ligonier Days

Craft Show Rules & Regulations

October 9, 10 & 11, 2020

Eligibility The Fort Ligonier Days Craft Show is a juried show and will be open only to artisans who make and sell their own craft. **No commercial or imported goods are permitted. If you are found with commercial or imported goods you may be removed from the show or be told to remove the items from your tent.** Crafts Committee personnel make regular evaluations concerning authenticity during all three days of the event. **The Fort Ligonier Days Craft Committee is solely responsible for the selection of Craft Show participants and their booth locations. The decisions of the Craft Committee are final.** No crafter substitutions without prior authorization from Craft Committee.

Facilities Booth Spaces are 10' x 10'. The Municipal Lot on North Market Street, the Loyalhanna Lot on South Market Street (across from the Fort Ligonier Parking Lot), and the Fairfield Lot (on South Fairfield Street) are completely paved. The Mellon Park Lot at the corner of South Walnut and West Main Streets is grass with a stand of mature trees, and paved sidewalks. The Train Station Lot on South Walnut Street is also a grass lot. Electrical hook-ups are available in the Municipal, Loyalhanna, and Train Station lots on a limited basis. *Electrical service must be paid for in advance. Illegal hook-ups will be disconnected.* Electrical hookups are not available in the Fairfield and Mellon Park lots. **The space size for all craft booths will be strictly enforced.** Exhibitors must provide their own booths as well as display panels, pegboards, shelving, chairs and benches.

Parking Craft vendors are allowed to pull their vehicles beside their booth to unload and also to restock each morning before the show opens except at the Mellon Park and Train Station Lot. Crafters at Mellon Park and Train Station Lot are not allowed to pull onto the grass. Parking areas are not guaranteed to be provided. Spots can be recommended, but those sites are on a first come first serve basis.

Set-Up & Liability Designated set up times on the Thursday before the festival are as follows:

- Fairfield Lot – 5:00 p.m.
- Loyalhanna Lot – 12:00 p.m.
- Mellon Lot – 8:00 a.m.
- Municipal Lot – 5:00 p.m.
- Train Station Lots – 8:00 a.m.

You may NOT set up for the show before the designated times listed without explicit permission from the craft committee. If you set up prior to the designated set up time without permission from the craft committee, you will be instructed to tear down what has been set up.

All crafters selected are required to stay open throughout scheduled show hours despite inclement weather conditions. In the event of severe conditions, the FLD committee will determine the appropriate actions to be taken. Keep in mind that booths should be designed to handle all kinds of weather. Craft booths must be opened by **9:00 a.m. on Friday and Saturday**, and at **10:30 a.m. on Sunday. SALES ARE NOT PERMITTED BEFORE 10:30 a.m. ON SUNDAY.** Closing times for the booths are 6:00 p.m. on Friday and Saturday and 5:00 p.m. on Sunday. Crafters are responsible for their own property. The Craft area will be under general police surveillance with additional overnight security on Friday and Saturday. **The Ligonier Valley Chamber of Commerce, Borough of Ligonier and Fort Ligonier Days, Inc. cannot be held liable for any loss or damage to exhibits or merchandise.**

Sales Tax	All Craftspeople must have a valid PA Sales Tax number, collect their own 6% Pennsylvania Sales Tax and submit it to the proper agency. Representatives of the state will be checking each booth for valid licenses.
Weights & Measures	Any vendor who sells products by weight, MUST have their scales inspected and certified by the Pennsylvania Department of Agriculture. Representatives of the state will be checking for scale certifications.
Sell-outs & Orders	<i>Taking orders for products is strictly prohibited unless product customization has been purchased.</i> Please make sure you have ample stock for sales for this festival.
Prohibitions	<u>Sales on Sunday are not permitted until 10:30 a.m.</u> Arguing with fellow crafters or Fort Ligonier Days, Inc committee members is strictly prohibited. Raffles are prohibited. Purchasing crafts from other booths for resale is not permitted. Alcoholic beverages are not permitted in the craft areas. Taking orders for products is prohibited. Space heaters or generators are not permitted. Damage to any Fort Ligonier Days, Inc, Ligonier Borough, or Ligonier School District property is prohibited. <u>Pets are not permitted in the craft lots or festival area.</u>
Cancellation Policy	No Exceptions Prior to August 1st – ½ of payment (not including deposit) will be refunded. After August 1st – no refund will be given.

Please Note: Due to the volume of people attending this festival, we can NOT guarantee wireless service during Craft Show hours. If you take electronic payments, please have a back-up plan.

The Craft Committee of Fort Ligonier Days reserves the right to remove any vendor from the show for any violation of the above rules and regulations.

Questions & Concerns For questions regarding invoicing and payments please contact 724-238-3000.
For all other questions, please contact 724-238-3680, or email info@fortligonierdays.com.