

**2017 Fort Ligonier Days
Craft Show Rules & Regulations
New Vendor Application
October 13, 14 & 15, 2017**

- 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.** 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: Parking is provided for all official Fort Ligonier Days craft vendors and is within a 2–4 block walking distance from the craft lots. 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 Lot are not allowed to pull onto the grass.
- Set-Up & Liability: **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 time for the booths is 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: ***Taking orders for products is strictly prohibited.***
Please make sure you have ample stock for sales for this festival.

Prohibitions: **Sales on Sunday are not permitted until 10:30 a.m.**
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.
Pets are not permitted in the craft lots or festival area.

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.

If you have questions about the Craft Show, please call 724-238-3680, or e-mail info@fortligonierdays.com

**NEW CRAFT VENDOR APPLICATION
FORT LIGONIER DAYS
OCTOBER 13, 14 & 15, 2017**

Please complete and return this application with at least 4 photos of your craft & booth.
(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.**
120 East Main Street, Ligonier, PA 15658

APPLICATION DEADLINE IS MARCH 31, 2017

NAME _____

BUSINESS NAME _____

PA. SALES TAX NUMBER _____

MAILING ADDRESS _____

_____ CITY STATE ZIP CODE
TELEPHONE (Primary) _____ (Secondary) _____

EMAIL ADDRESS _____

BEST CONTACT IS BY: phone email

WEB SITE _____

MY CRAFT IS _____

Have you participated in Fort Ligonier Days in the past? _____

MY CHOICE OF LOCATION IN 2017 IS (Mark 1, 2, 3, 4, 5)

___ Municipal Lot (Paved) ___ Loyalhanna Lot (Paved) ___ Fairfield Lot (Paved)
___ Mellon Park Lot (Grass) ___ Train Station Lot (Grass)

Corner/double corner lots are limited in number & available on a first come first serve basis

Enclosed are my checks to cover:

___ \$ 10.00 Non-refundable Application Fee **(MUST be separate check)**
+
___ \$ 25.00 Borough Licensing Fee – per space **(Must be separate check)**
+
___ \$400.00 One Full Booth Space Fee (10'x 10')
___ \$450.00 One Full Corner Booth Space Fee –Municipal Lot Only
___ \$500.00 One Full Corner Booth Space Fee – Mellon Park Lot Only
___ \$800.00 Double Booth Space Fee
___ \$900.00 Double Space with One Corner Space – Mellon Park Lot Only
___ \$1,000.00 Double Corner Booth Space Fee – Mellon Park Lot Only
___ \$30.00 Electric Hook-up Fee (Municipal, Loyalhanna, Train Station Lots Only- limited number of hook-ups available)
=
___ Total Amount Enclosed **(3 separate checks: \$10 application fee, Boro fee & Amount for Booth Space)**

******* Please make all checks payable to: FORT LIGONIER DAYS, INC. *******

Do you carry liability insurance?_____ Can you provide a certificate?_____

If you have questions about the Craft Show, please call 724-238-3680, or e-mail info@fortligonierdays.com

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. 120 East Main Street, Ligonier, PA 15658 or visit www.fortligonierdays.com for an application after January 1, 2017. Thank you for your help.

(See reverse for application, please keep Rules & Regulations for your records, and return application to the craft committee- Thank you!)

For Office use only:

For reservation of space:

Lot: _____ **Amount Due:** _____

Reminder Sent: _____ **Deposit:** _____ **Date:** _____

Balance: _____

Packet Sent: _____ **Paid:** _____ **Date:** _____