

2008 St. Johns Mint Festival
NON-PROFIT ORGANIZATION OR GROUP APPLICATION
Festival Dates: August 8-10, 2008

ORGANIZATION NAME _____

CONTACT PERSON _____ PHONE _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

I would like to reserve ____ booth(s) (each at least 10' wide X 10' deep, with some up to 15' wide, depending on trees, etc.)

Chamber Member:

Reserved before March 1, 2008: ____ booth(s) @ \$50 each _____ .00

Reserved after March 1, 2008: ____ booth(s) @ \$60 each _____ .00

Non-Chamber Member:

Reserved before March 1, 2008: ____ booth(s) @ \$80 each _____ .00

Reserved after March 1, 2008 ____ booth(s) @ \$90 each = _____ .00

Insurance:

() I have enclosed a copy of our organizations certificate of insurance, verifying we have at least \$50,000 in liability insurance.

() I wish to purchase liability insurance @\$50(actual cost from insurance company) _____ .00

CHECK TOTAL ENCLOSED _____ .00

_____ I authorize you to charge \$ _____ to my following credit card for my Mint Festival booth: _____ American Express _____ Discover _____ MasterCard _____ Visa	
Card # _____	Exp Date _____
Name as it appears on the card _____	
Billing Address _____	
Signature _____	Date _____

Description of Display: Please give a description of your display, items you will be selling and any drawings/raffles or other fundraising you will be doing from your booth. If you will be doing a raffle at your booth, please indicate the ticket costs, drawing date and prizes you will be awarding.

I, the undersigned, hereby certify that I am authorized to sign this agreement on behalf of the above organization and we understand that we are liable for any loss, damage or injury to our property or person during the course of the Festival. The Mint Festival Committee reserves the right to ask for removal of any items, booth or display, which could, in their opinion be detrimental to the Festival. **We understand that if we cancel our participation in the festival after our check has been cashed, but before a confirmation has been mailed, the festival will maintain a \$25 processing fee. We understand that if we cancel our participation in the festival after our check has been cashed and a confirmation has already been mailed, the entire fee is non-refundable.**

SIGNATURE _____ DATE _____

Please mail your application with appropriate fee, insurance certificate or additional \$50 to:

St. Johns Mint Festival
 PO Box 61, St Johns MI 48879
 Phone: 989-224-7248 / Fax: 989-224-7667
 Email: ccchamber@power-net.net / Website: <http://www.clintoncountychamber.org>

2008 ST JOHNS MINT FESTIVAL
NON-PROFIT APPLICATION INFORMATION, RULES & REGULATIONS
Please keep these rules & regulations and bring them with you to the festival.

	<u>Set-Up Times:</u>	<u>Festival Hours</u>
Friday, August 8:	9:00 am - 1:00 pm	2:00 pm-7:00 pm
Saturday, August 9:		10:00 am-7:00 pm
Sunday, August 10:		10:00 am-5:00 pm

COST: \$50/\$80 before March 1, 2008 and \$60/\$90 after March 1, 2008 depending on if you are a member of the Chamber. Liability Insurance is \$50 per vendor, unless you provide us with a copy of your organizations liability insurance. Make checks payable to "St. Johns Mint Festival".

LIABILITY INSURANCE: You must include a copy of your liability insurance that is valid through August 10, 2008, or remit the \$50 insurance fee at the time you submit your application and booth fees. Your certificate of liability insurance must show a minimum combined single limit of \$25,000. We require all our exhibitors to carry insurance for their own protection. The St. Johns Mint Festival or any person/organization connected with the festival will not be responsible for loss or damage to any person or property for ANY reason.

SPACE ASSIGNMENTS: Only when your application is complete, meaning all booth fees are paid, we have either your copy of your certificate of insurance or \$50 for insurance on file, will your space be assigned to you. If all this information is not submitted with your application, the application may be returned to you, including your booth fee and you will lose your priority placement and have to resubmit your application. All assignments of space or location are left to the discretion of the Committee, but if you have a preferred location or any special needs, please indicate this on your application, or on an accompanying piece of paper. Please remember that we are in a park setting, which includes trees, roots, uneven ground and slopes in many areas. We cannot guarantee a completely flat area, or an area that may not have a tree next to it or behind in close proximity. We cannot guarantee that your requests will be filled, but we will do our best to meet all special needs and requests. You will receive a confirmation letter and one parking pass via mail several weeks before the festival. Absolutely no changes will be made to assigned booth spaces after August 8, 2008. **If you cancel your participation in the festival after your check has been cashed, but before a confirmation has been mailed, a \$25 processing fee will be maintained by the festival. If you cancel your participation in the festival after your check has been cashed and a confirmation has already been mailed, the entire fee is non-refundable.**

SET UP PROCEDURES: Due to the limited amount of time we have to get everyone in and to reduce congestion in the park, we require that you drop off your booth/goods and move your vehicle to vendor parking as quickly as possible. You will have approximately 20 minutes to unload at your booth space. The park roads are very narrow so you will need to pull off to the side so other exhibitors can get past. Any person who blocks the flow of traffic may be barred from future shows. **ALL VEHICLES MUST BE PARKED IN THE DESIGNATED PARKING AREA BEFORE SETTING UP DISPLAYS.** Members of the Mint Festival Committee will be checking to insure proper set up procedures are being followed. Since the park does not become available to us until Friday morning, **NO THURSDAY SET-UPS ARE ALLOWED.** There will be no security prior to Friday morning.

Absolutely no vehicles will be allowed in the park during the show hours. This is for the safety of pedestrians and other vendors. Abuses of this policy will cause your vehicle to be towed away at your expense and/or may be barred from the next year's festival. All transport boxes, etc. must be kept in the confines of your booth space or removed to your vehicle for the duration of the show.

Since you are not allowed to keep your vehicle in the park or vendor area, you will be given one parking pass which will allow you into the designated vendor parking area. You must have your parking pass displayed on your windshield. Additional vehicles can park in the paid parking lot each day.

MISCELLANEOUS: Food concessions, restrooms and play areas are accessible to you. All food products being sold must be by a licensed food service operation only and will be placed in the appropriate area. All others will be banned due to the risk factors to customers.

All vendors are expected to conduct themselves in an orderly manner and show respect for other vendors, festival volunteers and police. Inappropriate behavior may lead to your removal or being barred from this festival and future festivals. All exhibitors are responsible for keeping their area neat and clean. Tables should be covered at least on three sides to the grounds with suitable looking cover.

Non-Profit vendors are not allowed to sell or give away beverages from your booth – we have specific vendors selling food and beverages to the fair goers. If you are found to be selling or giving away unapproved items from your booth, you will be asked to remove them. If sales continue of unapproved items, you will be asked to leave the show. The Mint Festival is a non-alcohol event.

You are not allowed to bring a dog or other animal with you on festival grounds. Also, you cannot bring an animal and leave it in your vehicle in vendor parking during the day. This rule also applies to festival attendees for everyone's safety.

OVERNIGHTS: We suggest that you make your reservations early so you will not be disappointed. CITY PARK RULES DO NOT ALLOW FOR OVERNIGHT CAMPING IN VENDOR PARKING OR VENDOR AREAS.

SET UP SCHEDULE:

FRIDAY: August 8, 2008. Set-up 9:00 am - 1:00 pm. Please do not show up and expect to set up any earlier. The park needs to be marked and all volunteers in place prior to opening. No vehicles will be allowed in after 1:00 pm. Be ready and set up when the park opens to the public at 2:00 pm. The show runs through 7:00 pm.

SATURDAY: August 9, 2008. Park opens to exhibitors starting at 8:00 am. No vehicles will be allowed in the park after 9:00 am. The park will be open to the public at 10:00 am. The show runs through 7:00 pm.

SUNDAY: August 10, 2008. Park opens to exhibitors starting at 8:00 am. No vehicles will be allowed in the park after 9:00 am. The park will be open to the public at 10:00 am. The show runs through 5:00 pm. Tear down begins at 5:00 pm.

TEAR DOWN PROCEDURES: To reduce congestion on the narrow park roads, we require that you tear down your booth first and have all items boxed and ready to be loaded before bringing your vehicle into the park. As common courtesy to other vendors, please pull your vehicle off the road to load so other vendors can get past you. Any person who blocks the flow of traffic may be barred from future shows. All exhibitors are responsible for cleaning up their area at the end of the show. Members of the Mint Festival Committee will be checking to insure proper checkout procedures are being followed.

All corrugated cardboard boxes must either be taken with you at the close of the show, or broken down and placed in the designated area – NOT in a trash dumpster. Remaining trash must be bagged and placed inside the dumpsters. The Mint Festival Committee will attempt to make an inspection of your vendor area prior to you leaving the festival on Sunday, August 10. All areas are to be left clean and free of trash. Vendors leaving the area without picking up your trash, or leaving boxes may be barred from future festivals.

By submitting a Non-Profit Vendor Application to the St. Johns Mint Festival, you accept all rules and regulations stated in this document, and are responsible for upholding these rules and regulations at set-up, during the show hours and through tear down.

St. Johns Mint Festival
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