

2009 St. Johns Mint Festival
NON-PROFIT ORGANIZATION OR GROUP APPLICATION
Festival Dates: August 14-16, 2009

ORGANIZATION NAME _____

CONTACT PERSON _____ PHONE _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

Email Address of Contact Person _____

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, 2009: ____ booth(s) @ \$50 each \$ _____

Reserved after March 1, 2009: ____ booth(s) @ \$60 each \$ _____

Non-Chamber Member:

Reserved before March 1, 2009: ____ booth(s) @ \$80 each \$ _____

Reserved after March 1, 2009 ____ booth(s) @ \$90 each = \$ _____

Camping:

Self Contained RV Camping (no other vehicles) west of vendor parking – limited availability
(no dumping of water and/or waste, no tents, no water & electric hookups available) \$15 each \$ _____

TOTAL AMOUNT ENCLOSED (payable to St. Johns Mint Festival) OR CHARGED \$ _____

____ 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.

Raffle: Will you be doing a raffle at your booth? ____ Yes ____ No. If yes, how much are the tickets and what will you be giving away?

Indicate the date here if the date of the drawing will be at a later date _____

Application will not be considered complete unless the back side is completed and signed.

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Animals: No dogs or other animals are allowed on the festival grounds. Also animals cannot be left in vehicles in vendor parking throughout the day. The only exception is if you need a leader dog. If that is the case, please provide the following information:

Breed _____ & License Tag # _____

Parking Information (required information for all vehicles that will be parked in vendor parking lot:

VEHICLE (year & make) _____ LICENSE PLATE # _____

Application Checklist

A yes or no must be checked on each of the following questions:

Have you read, agreed to the release & signed this application? Yes _____ No _____

Have you included your booth rental fee? Yes _____ No _____

Location Preference

Were you a 2008 participant? Yes _____ No _____

Do you wish to have the same booth space? Yes _____ No _____
(To receive space preferences-Applications must be received by March 1, 2009.)

If you were a 2008 vendor and would like in another area, where would you like to be located? _____

ACCEPTANCE OF RULES AND GENERAL RELEASE:

By signing this application I attest that all the information I have provided is true and accurate. By signing this application I agree not to hold the St. Johns Mint Festival, Clinton County Chamber of Commerce, the City of St. Johns, Clinton County, St. Johns Public Schools, any sponsors, workers or volunteers responsible for any damage or theft which might occur to any of my personal property, my booth and/or sales items during my participation in this festival. I accept responsibility for all individuals working in my booth space. I also agree to assume all risk associated with participating in this show, including but not limited to falls in my booth or the effects of weather.

I agree that if the Mint Festival Committee finds any of the items I am selling to be in bad taste they will be removed immediately. I understand the show hours are incorporated around family activities including children.

I understand that if I cancel my participation in the craft show of the festival after my check has been cashed, but before an official confirmation has been mailed, a \$25 processing fee will be maintained by the festival. I understand that if I cancel my participation in the craft show of the festival after my check has been cashed and an official confirmation has already been mailed, the entire fee is non-refundable.

Signature _____

Date _____

Print Name _____

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>

2009 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 14:	9:00 am - 1:00 pm	2:00 pm-8:00 pm
Saturday, August 15:		10:00 am-7:00 pm
Sunday, August 16:		10:00 am-5:00 pm

COST: \$50/\$80 before March 1, 2009 and \$60/\$90 after March 1, 2009 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 16, 2009, 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 14, 2009. **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:

FRIDAY: August 14, 2009. 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 8:00 pm. 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.

SATURDAY: August 15, 2009. 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 16, 2009. 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.

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.

ANIMALS: 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.

Overnight Camping A limited number of spaces are available for self-contained RV's (not cars, vans, trucks, etc) west of the Sledding Hill where all vendor vehicles park. There will be no water or electrical hookups and vendors are restricted from building fires, pitching tents and dumping water and/or waste. Advance registration for this opportunity is required. The cost for this opportunity is \$15.

Vendors Responsibility

- Vendors are responsible for supplying as well as setting up and taking down their own displays, dividers, tents, overhead coverings, booth signage, booth decorations, tables and chairs. Vendors are also expected to clean up their assigned booth areas at the conclusion of each sale day. All trash must be disposed of properly for consideration to participate in the following years show.
- Vendors are expected to remain open for business until closing on all three days. Early teardown and departure will not be tolerated and you will not be asked to participate in future Festivals.

Publicity: Advertisement of the Mint Festival begins in Jan 2009 and continues until the start of the festival. We utilize paid newspaper advertisement (over 10 newspaper), radio and TV spots. We are listed in the Michigan Festivals & Events Guide and are listed on over 15 festival and craft show websites. We hang up 1000 posters, distribute over 9,000 festival brochures throughout the state, print over 20,000 festival programs that are included in area newspapers the week before the festival and have advertising on over 50,000 placemats. If you would like flyers to distribute at other shows, please call 989-224-7248 or fax your request to 989-224-7667 and we will mail them out immediately.

Mail your Application

Mail your application, check or money order and pictures to:
St. Johns Mint Festival, PO Box 61, St. Johns MI 48879

Due Date: If you are a return vendor, applications must be post marked by March 1, 2009 to ensure your same space back. All applications must be post marked no later than **July 15, 2009** to secure a space in the festival. If space allows, applications will be accepted through August 1, 2009. If the committee does not accept your application your check will be returned to you. You will know your application has been accepted when your check is cashed. An official confirmation will be mailed to you.

The Festival Committee reserves the right to reject any application, at the time of receipt and at the show, based on the information provided and the products actually brought to be sold.

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.

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