

# Waterford Heritage Days 2019

## Call for Applications

July 19, 20, and 21 2019

Dear Crafter,

The Waterford Heritage Days Committee invites you to join us this year. This is a juried show and only handcrafted items are allowed in the park. Applications will be juried on a weekly basis as they are received and we will notify you immediately of your acceptance by email so you may plan your year accordingly.

Your check will be deposited upon your acceptance unless other arrangements are made with us and the check is post-dated no later than June 1st. Any bank fees incurred as a result of insufficient funds will be repaid to the historical society by the vendor prior to the event along with the amount of the booth fee.

We would still like to bring the historical aspect of the show back, so we are asking that you wear period clothing. The Historical Society will be making dust ruffle hats and aprons for your convenience, so if you would like to purchase these items please let us know by email to [PeriodClothing@WaterfordDays.com](mailto:PeriodClothing@WaterfordDays.com)

The craft show runs for three days. Set up will begin at 8am Friday morning. Please have everything set up and ready to sell by 3pm.

Show Times are as follows:	Friday, July 19	3:00pm-8:00pm
	Saturday, July 20	10:00am-8:00pm
	Sunday, July 21	11:30am-5pm

If you close early, you may forfeit your contract. You may stay open later if you choose to do so.

### PLEASE NOTE:

Early set up for the show will begin no earlier than **Thursday after 3pm**. The map will not be placed at the gazebo until this time. The committee has a rental agreement for the park for Friday, Saturday, and Sunday. If vendors set up before the early setup time above and the borough charges us for another day's rental, that cost will be passed directly onto those in violation. If you choose to set your tent up and/or leave your merchandise in the parks overnight on Thursday evening, realize that security for the show does not begin until Friday evening and you will be doing so at your own risk.

There is no electric for use in the park by crafters. No generators, compressors, open flames, or candles are permitted in the park. Violators may be ejected immediately and/or banned from future events.

Hope to see you in July!

# Waterford Heritage Days – July 19, 20 and 21, 2019

## Craft Vendor Application

Please read the WATERFORD HERITAGE DAYS CRAFT VENDOR RULES & REGULATIONS before completing this application.

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Tax I.D. # (required) \_\_\_\_\_  Check here if application is pending. See "Sales Tax Rules" for info.

Description of crafts (include non-returnable photos) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

This is a juried show. It is the goal of this committee to offer a wide variety of crafts and therefore reserve the right to reject all or a portion of the offerings of each crafter. Once you have submitted your offerings and have been approved, you may not change your offerings without prior approval from the committee.

Please specify any special needs: \_\_\_\_\_

Car/Vehicle Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_

Tag Number/State: \_\_\_\_\_ Trailer Tag Number/State \_\_\_\_\_

### **Spaces are 12' x 12' Fee = \$175 per space**

Number of Spaces Requested: \_\_\_\_\_ Amount Enclosed: \$ \_\_\_\_\_ Check # \_\_\_\_\_

Spaces are limited and requests exceeding 2 may be rejected. **Please return this completed form by June 1st.**

If your form is **postmarked by May 1st**, you will receive an **early bird discount of \$25** off your fee (\$150 per space).

**Include:** Completed and signed application, non-returnable photos showing examples of your craft items, and a large, self-addressed, stamped envelope to receive your jury notification only if you haven't provided an email address.

Make checks payable to: **Fort LeBoeuf Historical Society**, PO BOX 622, Waterford, PA 16441

*Note: Submission of application does not guarantee acceptance. Applications will be juried weekly as they are received and you will be notified by postal service or by email of your acceptance or rejection. Your check will be returned if you are not accepted into the show.*

**Waiver:** By submitting an application to this show, I acknowledge that property is brought to the show at my own risk. I also realize that there is possible risk of injury to myself while participating in the event. I agree to assume the risk of injury that I may suffer while involved in this event, and agree not to hold the Borough of Waterford and its officers, officials, and agents, Waterford Heritage Days Committee and its organizers, volunteers and agents, Fort LeBoeuf Historical Society and its officers, officials and agents, or event sponsors liable for any injuries that I may suffer or for property loss or damage of any kind while participating in this event. I have read the RULES & REGULATIONS, understand them and agree to abide by them. I understand that any disregard for these rules may result in disciplinary action up to and including immediate expulsion from the event with no refund and being barred from future events.

Signature \_\_\_\_\_ Date \_\_\_\_\_

# Waterford Heritage Days 2019

## Craft Vendor Rules and Regulations

Friday, July 19                      3pm – 8pm  
Saturday, July 20                    10am – 8pm  
Sunday, July 21                      11:30am – 5pm  
**RAIN OR SHINE**

**Call for Applications.** Crafters are invited to apply to Waterford Heritage Days Arts & Crafts Show to be held on the grounds of Waterford Borough's Gazebo and ball parks. The Arts & Crafts Show is the focus of Waterford Heritage Days, a three-day event featuring various entertainment and where businesses, civic and service organizations, recreational and school groups, churches and other charitable groups will be opening up their doors and scheduling activities and events to increase public awareness of their important work. Thank you for your interest.

### SHOW RULES AND REGULATIONS FOR CRAFT VENDORS

**Qualifications and Jurying.** The application deadline is June 1 or when the spaces are full. Only **handcrafted items** that have been made by you that are listed on your application will be permitted. No kits, store bought, or catalog items are acceptable. We will be monitoring all crafters for future contracts and you will be asked to take such items off of your table. We will be reassessing everyone each year to enforce our handcrafted only rule.

**Food.** If you are selling food products and giving out samples, you will be inspected by the Erie County Department of Health and may be required to purchase a temporary event food vendor license. You **MUST** list and all foods being offered and obtain approval from the committee to ensure that there is not a conflict with another vendor. Non-qualifying applicants will be rejected. Returning vendors from the previous year will be given preference.

**Temporary Food License.** The Erie County Department of Health changed the process for obtaining a temporary food license. All forms must be filled out by each vendor and returned to the Food Vendor Chairman no less than 3 weeks prior to the event accompanied by a check for \$80. Checks should be made payable to ECDH. Your temporary license must be prominently displayed in your booth for the duration of the event. It is your responsibility to ensure that your forms are filled out completely and are submitted on time along with your check for the correct amount. Failure to do so will result in a failure to obtain your license and you will not be able to participate in this year's event. Please let us know if you need these forms.

**Jurying.** The committee must approve all offerings. Once vendors have submitted their offerings and have been approved, they may not change their offerings without prior approval from the committee. Applicants will be notified of their acceptance, rejection or wait status by email. Once vendor spaces are full, applications will continue to be juried, and approved applications will be placed on a waiting list. You may opt out of the wait list by indicating such on your application. Enclose a large, self-addressed, stamped envelope with the application for the return of the jury notification if you haven't provided an email. Checks will be deposited upon acceptance unless other arrangements are made and the check is post-dated no later than June 1st. Any bank fees incurred as a result of insufficient funds will be repaid to the historical society by the vendor prior to the event in addition to the regular fee.

**Sales Tax.** Any person or other entity that sells products subject to sales tax in Pennsylvania is required to register for a Sales Tax license before selling any products subject to the tax. To apply for a Pennsylvania tax number, visit the Pennsylvania Department of Revenue <http://www.pa100.state.pa.us/>

**Spaces.** Spaces are 12'x12' and are located in the gazebo park. This means your poles, stakes, and ropes must be inside this area. You will be assigned your own numbered space(s). Booth locations are not guaranteed and while

every effort will be made to accommodate special requests, final space assignments will be laid out and assigned based on the Waterford Heritage Days Committee's discretion.

Spaces are limited to a maximum of 2 per crafter. Due to changes made in the park each year, some spots may not be available, or there may be a slight change in spaces. If you have participated in the show in the past and would like the same spot, please indicate that by including your space number on the signed contract. We will try to accommodate your request to the best of our ability.

It is the exhibitors' responsibility to provide their own display equipment (tent, chairs, tables, etc.). Spaces cannot be shared. Tents must be in good condition, secured and have sides to close up at night. Craft vendors agree to occupy their space and remain open during all three days during show hours. Upon request, valid photo identification must be presented.

Although the organizers will provide straw in case of inclement weather, this is only for the common walkways in front of the tents. The straw will be spread by workers at the event as necessary. It is NOT included in the show fees and it will NOT be handed out to vendors. You will be responsible for bringing your own straw for inside your tent if necessary. The organizers will NOT be stocking extra bales of straw and will NOT be selling any at the event.

**Set-up.** Early set up for the show will begin no earlier than **Thursday after 3pm**. The map will not be placed at the gazebo until this time. The committee has a rental agreement for the park for Friday, Saturday, and Sunday. If vendors set up before the early setup time and the borough charges us for another day's rental, that cost will be passed directly onto those in violation. If you choose to set your tent up and/or leave your merchandise in the parks overnight on Thursday evening, realize that **security for the show does not begin until Friday evening** and you will be doing so at your own risk.

There is no electric for use in the park by crafters. No generators, compressors, open flames, or candles are permitted in the park. Violators may be ejected immediately and/or banned from future events.

Your booth should be open at 3:00pm Friday ready to sell. Exhibitors may leave their tents and displays up; however, it is recommended that all merchandise be removed from the display overnight. Although there will be patrols on Friday and Saturday night, that does not guarantee the safety of your merchandise. By leaving your merchandise in the park overnight, you agree to take full responsibility for said merchandise and release the Fort LeBoeuf Historical Society, the Waterford Days Committee, and all other agents and assigns of Waterford Days from any and all liability for damage or theft of merchandise or other possessions left in the park.

**Tear-down.** Vendors may tear down starting at 5:00pm on Sunday. Tearing down early may lead to loss of contract for subsequent years. You must take all unsold merchandise with you when you leave. Note that littering could also subject you to a Borough citation. You must leave your booth space(s) in the same condition that it was before your arrival. Small trash (food, beverage/snack containers, etc.) is to be placed in the trashcans and/or dumpsters provided or taken when leaving.

**Not Permitted.** Exhibitors are not permitted to have any pets, animals, or open containers of alcohol in the Borough parks.

- **CHURCH SERVICES:** held at the gazebo on Sunday morning. Vendors may not sell or commence any activity during church services. This rule is strictly enforced. Booths must be closed and tables covered until the service is over. NO EXCEPTIONS.
- **PARKING:** No vehicles are permitted to drive on the grass in the park! Violators will be charged for any fees incurred to repair damage to the grounds. Unloading and loading must be done at curbside only. If you have trailers to transport your goods, they need to be moved immediately after unloading and parked elsewhere. This is a safety issue and will be enforced. For trailer parking, please call Judy at 814-352-5463 to make arrangements. Reserved parking is on a first come, first served basis and will incur a small fee.
- No generators, compressors, open flames, or candles are permitted in the park.

The Waterford Heritage Days Committee reserves the right to refuse exhibition of any item or group items and/or refuse entrance to or evict a vendor/exhibitor for improper conduct and/or violation of these rules, with no refund. The committee also reserves the right to a two-week notice of cancellation in writing (email is fine) in order for you to receive a refund of your show fee.

Crafts@WaterfordDays.com  
<http://www.waterforddays.com>