

January 21, 2017

Greetings;

This letter serves as a formal invitation for you and/or your organization to participate in the 2017 Mountain Heritage Arts & Crafts Tent. The date for our festival this year is September 21, 2017 through September 23, 2017 (Thursday through Saturday). This will be the 35<sup>th</sup> year of the festival.

Enclosed you will find an application for participation, set-up information, festival rules and a self-addressed envelope. Please take the time to review the set-up information and festival rules. The selection of space will be determined by the post marked date of the envelope only!!!

PLEASE NOTE THAT THERE WILL POSSIBILITY BE CHANGES IN THE PARKING AND EXACT LOCATION OF THE VENDORS TENT FOR 2017. We will have to relocate the carnival into part of the lot where the tent has been located. I will do my absolute best to secure as much parking as possible but can not guarantee enough for everyone.

Delineated below are the prices for the booths:

Craft Booths: **\$125.00** for the front side of the tent facing the Mountain Heritage Village  
**\$100.00** for the back side of the tent facing Down Town Whitesburg

Commercial: **\$200.00** for the front side of the tent facing the Mountain Heritage Village  
**\$175.00** for the back side of the tent facing Down Town Whitesburg

Informational \$100.00 must be non-profit and show proof, no chances, prizes, etc.  
Only

Political \$200.00 first come/first serve , 3 per side

I look forward to your participation in the 2017 Mountain Heritage Festival. If you should have questions concerning this, please do not hesitate to contact me at (606) 634-1173. I can also be reached by email at: [cdfields@tvscable.com](mailto:cdfields@tvscable.com). See you in September!!

Sincerely,

Connie G. Fields  
Arts and Crafts Chairperson

## 2017 SET- UP INFORMATION

Thursday, September 21, 2017 move in after 6:00 a.m.  
Friday, September 22, 2017 10:00 a.m. until 10:00 p.m.  
Saturday, September 23, 2017 10:00 a.m. until 11:00 p.m.

Set up will be on Thursday, September 21, 2017 starting at 6:00 a.m. You will be responsible for your booth until Security arrives at 10:00 p.m. **IF AT ALL POSSIBLE WE ASK THAT YOU ARE SET UP BY NOON.** It is possible to set up prior to 6:00 am, just call me and work out a time.

1. Late arrival is subject to reassignment at the discretion of the Arts & Crafts Chairperson.
2. Exhibitors are expected to set up throughout all the three days of the festival.
3. All booths should be neat and clean both during and upon departure from the festival. You will be responsible for cleaning all debris around your booth. Any material on the petitions must be removed or we will be assessing a fee if items are left in or around the booth. This includes: nails, staples, balloons, paper, material, etc.  
\*\*\*\*\*PLEASE DO NOT USE NAILS IN THE PETITIONS, they were not built for nail usage.
4. All stock and equipment must be stored undercover and out of the walkway for the entire length of the festival. **NO MERCHANDISE IS TO BE SET UP ON WALKWAY OR STREET, THIS WILL BE ENFORCED.**
5. Discounts are discouraged as they distract from the image of the festival.
6. **PLEASE READ:** All items **MUST** be removed after closing on Saturday night. That includes wall-paper, signs, and anything that was placed on the walls/petitions. Please place all articles in a trash bag or box for disposal.
7. Security is as follows: Thursday 10:00 p.m. – 10:00 a.m. Friday 10:00 p.m. until 10:00 a.m. Saturday morning. Security for Saturday night is limited to walking in the village area.
8. Exhibitors will be expected to wear a name badge at all times. This will be supplied and given to you by the Festival Committee.
9. It must be noted on the application, if there is a special need, such as physical disability, wheelchair, etc.
10. Booths will be assigned on a first come, first serve basis, based upon the post marked date of the envelope.

11. If your application is received by April 1, 2017, you may request the same space/booth as last year. **YOU WILL RECEIVE A \$25.00 PER BOOTH DISCOUNT IF APPLICATION IS POSTMARKED BY APRIL 1, 2017. NO EXCEPTIONS!**
12. No caps/pops will be allowed to be sold by a booth. We feel that this is a safety hazard. The caps/pops are the kind that is thrown by kids that make a loud pop noise. If you are found to be selling these, we will ask that you leave the festival and no refund will be given. If any other item that the committee deems unsafe or dangerous is sold, you may be asked to discontinue selling. **(NO LIVE ANIMALS OF ANY KIND ARE TO BE DISPLAYED OR SOLD.) NO YARD SELL ITEMS, PLEASE!!!!**
13. **PLEASE READ:** We are requesting booth exhibitors to bring a cover/sheet or plastic to be used to cover the front of their booth (s) when you close at night. Although security is provided, this has been found to be helpful in closing down the tent at night and keeping people out of the tent before opening. This is also “your security” in the event you are late in opening your booth. Each booth is an 8X8 space.
14. **PLEASE READ:** We would encourage booth exhibitors to bring your own dollies, shopping carts, etc., for loading and unloading purposes. It is impossible for the committee to provide enough shopping carts for everyone. The committee can not provide all the help needed for “move-in”, so please be prepared for that.
15. Craft Booths will not be permitted to sell anything that is not handmade. Baseball cards, sweatshirts, computer printouts, and store jewelry are not craft items. If you have something that you intend to sell that is questionable, you should contact the Chairperson of the Arts & Crafts, to discuss this issue. If you attempt to sell an item that is not a craft item, you will be charged with the commercial rate and will not be allowed to return to the festival the following year.
16. In order to ensure your booth position, you must return the application fee with the full amount by April 1, 2017. **Refunds will not be made for any reason.**
17. If you are planning a display that requires extra lighting, no poles in the booth, etc., this must be noted on the application. If it is not stated on the application, no exchanges can be made on the date of the set-up. We would ask that you enclose a diagram showing us your display.
18. I am requesting your assistance in putting the tent sides up and down each morning and evening, as the Festival Committee relies solely on the volunteers for this function. Your help will be greatly appreciated.
19. Limited parking will be available at the end of the tent for vendors due to relocating the carnival. Please be respectful of others and park so others can also use the limited space available.
20. Applications will also be available on line at [www.mountainheritagefestival.com](http://www.mountainheritagefestival.com) or contacting me at : [cdfields@tvscable.com](mailto:cdfields@tvscable.com)

