



EXHIBITOR AND VENDOR APPLICATION

2017 Polish Heritage Festival

A Nonprofit Corporation

Polish and Polish-American Culture: Past to Present

Saturday, June 10th, 2017

VFW Harvey D. Morin Post #2940

965 Center Road., W. Seneca, NY 14224

Check Off Options

STANDARD BOOTH

Includes:

One 8-foot, draped display table with 2 chairs and 2 festival admission tickets

1-day registration fee

_____ Vendors and Exhibitors: **\$50**

_____ Limited electrical hook-up for an additional fee of **\$10**

POLISH MARKETPLACE

Includes:

Three 8-foot, draped display tables with 2 chairs and 2 festival admission tickets

1-day registration fee

_____ Marketplace Vendor: **\$125**

_____ Limited electrical hook-up for an additional fee of **\$10**

OUTDOOR & COMMERCIAL VENDOR

Includes areas 10x10 & up!:

For 1-day registration fee call for quote

_____ Outdoor & Commercial Vendor: **call for quote**

Exhibits and displays must be approved by the Polish Heritage Festival Committee.

To reserve your booth (**FIRST COME FIRST SERVE BASIS**) mail this form by May 21, 2017, to:

Polish Heritage Festival, PO Box 115, Springville, NY 14141-0115

_____ Check enclosed (make check payable to "Polish Heritage Festival")

Name of Individual or Organization: _____

Address: _____

City: _____ State _____ Zip _____

Contact Person: _____

Phone (Day): _____ (Evening): _____ E-Mail: _____

For more info, call (716) 998-2501 or e-mail james@polfunfest.com.

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EXHIBITOR AND VENDOR RULES & REGULATIONS

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Please read and sign:

- Each vendor/exhibitor agrees to work their booth.
- Each vendor /exhibitor is responsible for having their own tax number.
- Each vendor/exhibitor is responsible for collecting and reporting their own New York sales tax.
- The Polish Heritage Festival will provide guard services and will take reasonable precautions to safeguard exhibitor's property. However, the provision of this service shall not be construed as an assumption of obligation or duty with respect to the protection of the exhibitor's property, theft, destruction, personal injury, or fire.
- Vendor/exhibitor agrees to follow all rules and directions from management, either oral or written, and understands that failure to do so will be cause for removal from the Festival.
- All requests for space will be handled on a first come, first serve basis. There are only a set number of exhibit spaces.
- **Items for sale and exhibited must be approved by the Polish Heritage Festival Committee.**

Polish Heritage Festival Rules and Regulations for Vendors/Exhibitors are as follows:

1. The admission price entitles our visitors to complete explanations and demonstrations from all vendors/exhibitors. It is very important that a knowledgeable person is available to explain the history of your organization.
2. All vendors/exhibitors are to set up their booths on Saturday, June 10th, 2017, from Noon to 2 PM. Except for authorized maintenance vehicles, **NO** cars, trucks, or other vehicles are permitted in any area, except parking areas and lots. Any exhibitor not set up by 2 PM on the day of the event shall be considered a no-show cancellation unless other arrangements have been made.
3. You **MUST** park in your designated parking area or lot and follow parking attendants' directions. As much parking as possible **MUST** be saved for our visitors' use. See exhibitor chairman for unloading and parking procedures.
4. All demonstrations, exhibits, and displays **MUST** be open on Saturday from 4 PM until 9 PM, **INCLUDING** rain days. Be prepared to stay longer if crowds do not leave at closing time. More often than not, this is the case. Your booth **MUST** be manned at all times. Contests or drawings are permitted by exhibitors during exhibit hours. In addition, exhibitor agrees not to dismantle his booth, or to do any packing before the closing hours of the exhibit.
5. Vendors/exhibitors must refrain from smoking and drinking alcoholic beverages while at your booth. These activities would detract from the visual impression. Exhibitors are prohibited from using amplifying equipment that is objectionable.
6. Police your immediate area every hour or so. With your help, we can keep the Festival venue looking terrific.
7. We operate regardless of the weather. We expect better demonstrations and more courtesy for our visitors in the event of rain. They have braved the weather to see us, and they deserve to see the best that we have.
8. It is most important to be courteous and polite to all people at all times.
9. Please **DO NOT** post any advertisements around the Festival grounds. Please confine them to your booth. No materials may be posted, nailed, or otherwise affixed to the walls, doors, or other surfaces in any way that might deface the premises, or booth equipment and furniture. Any damage is payable by the exhibitor.
10. You are responsible for supplying anything that you will need to set up your booth. You are also responsible for taking down and cleaning up your booth at the end of the Festival.
11. Management reserves the right to modify or supplement these rules as it deems appropriate to the operation of the Festival.

Please return to the above address

I have read these rules and regulations, and I agree to abide by them.

Signature: _____ Date: _____

Printed Name: _____ Organization: _____

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