

May 2016

Dear Vendor,



We would like to invite you to our Annual Arts and Crafts Show and Merchant Tent to be held at the Harlan Community Park. Fair dates and hours are Thursday, August 4 (5pm-10pm), Friday, August 5 (5pm-10pm), and Saturday, August 6 (10am-10pm).

We would *LOVE* to have a full tent of hand-crafted items to display and sell and merchants to advertise their businesses. We hope you will be able to support Harlan Days by attending this year. Feel free to copy and share the registration below with your friends.

1. The price for booth space inside the tent is \$45 for all 3 days. The price has been lowered. Those who already paid \$60 will be receiving \$15 back. Electrical access is provided for those vendors **inside** the tent. There is limited space outside the tent for \$25. Vendors with outside space will need to furnish everything for their booth. No electrical access is provided for outside spaces.
2. Minimum booth space in the tent is 10' x 10'. Additional space in 5' increments may be available to rent if another vendor would also like to rent additional space. Please contact me at the email address below if you wish to rent additional space. Our goal is to fill the tent.
3. Extension cords, screw-in electrical plug receptacles, or any other props are your responsibility. You need to furnish your own tables and chairs. If the weather is hot you may bring a small fan. (Electrical access is not provided to spaces outside the tent.)
4. Set up time will begin Thursday, August 4, at 1:00 pm.
5. Easy unloading and loading will be available next to the tent. Parking passes (2 per vendor) will be issued to you on Thursday, August 4, when you come to set up.
6. Grounds are patrolled during off hours. **Harlan Days assumes NO responsibility for lost or damaged property. VENDOR IS RESPONSIBLE FOR THE SECURITY OF THEIR BOOTH.**
7. All applications must include number of spaces and a check covering this entire amount. **All booths will be rented on a first come basis WITH PAYMENT. Make checks payable to HARLAN DAYS.** No cash, please.
8. Please submit all applications on or before Friday, July 15, 2016.

Sincerely,

Vicki Schaber

2016 Craft tent chairman

harlancrafttent@gmail.com