

February 20, 2017

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. **This is our 70th year!** Fair dates and hours are Thursday, August 3 (5pm-10pm), Friday, August 4 (5pm-10pm), and Saturday, August 5 (10am-10pm).

We would *LOVE* to have a full tent of hand-crafted items to display/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. This is the same as last year. We will provide lighting inside the tent and hope to get some big fans to move air through the tent. We cannot guarantee electrical access but will do our best to accommodate our vendors. There is also limited space outside the tent for \$25 per space. Vendors with outside space will need to furnish everything for their booth. No electrical access is guaranteed 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. You need to furnish your own tables and chairs. Extension cords, screw-in electrical plug receptacles, etc. may be brought but there is no guarantee of electrical access.
4. Set up time will begin Thursday, August 3, 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 7, 2017. A late fee of \$10 will be added after this date.

Sincerely,

Vicki Schaber

2017 Craft and Merchant tent chairperson

harlancrafttent@gmail.com