

# Fair Grove Heritage Reunion 2020

## Craft and Food Vendors

### Booth Guidelines and Regulations

**The Fair Grove Heritage Reunion is a traditional festival where legitimate crafts people can display and sell their crafts. In order to preserve this tradition, The Heritage Reunion is a juried show with the following guidelines for all craft vendors.**

#### **GENERAL BOOTH GUIDELINES:**

1. Booth rental fees are for each 12' wide x 10' deep booth space. Booth fees are non-refundable except for unusual circumstances. **Fees will not be refunded after August 1<sup>st</sup>.**
2. Application fees include a charge for a mandatory City of Fair Grove Temporary Crafter license. This license will be used by the Reunion Staff for the city. Your Crafter's License will be in your packet when you check in. **Display this license in plain view in your booth during the Festival.**
3. All tent stakes, tables, and props shall be kept inside the 12' x 10' booth space. Walkways must be kept clear for foot traffic.
4. **A single crafter parking permit** is included in the cost of **each application**. Due to limited parking space, extra parking permits will cost \$10.
5. Electricity, 20 amp service, is available for a limited number of booths. Electricity will be approved on first-come, first-served basis. Please send a **SEPARATE CHECK** for electricity in case the fee has to be refunded.
6. You will receive by mail either a confirmation of your acceptance as a vendor, or a rejection of your application. You must include a **Self Addressed Stamped Envelope** with application.
7. Vendors may not begin removing their displays on Saturday or Sunday evening until Event is announced as closed for the day. Closing a booth early could result in expulsion from Event.

#### **CRAFT BOOTH REQUIREMENTS:**

1. **Handmade Crafts Only:** All products must be handcrafted and indigenous to the Ozarks. All work should be by hand or with the use of necessary tools.
2. **ABSOLUTELY NO OFF-THE-SHELF, RESALE OR MANUFACTURED ITEMS MAY BE SOLD AT THE Heritage Reunion.** At no time during the show may commercial kits or supplies be displayed or sold.
3. **COMMERCIAL, RETAIL, INFORMATIONAL, DIRECT SALES OR POLITICAL BOOTHS** are specifically prohibited.
4. **Photographers and Authors:** Photographers cannot take orders and all of their photography must be available for sale. Authors must sell their own books and author must be present, and they cannot sell anyone else's books.
5. **Description on booth space and crafts:** Describe the type of crafts in detail on the application form. This will also be used in booth description for the promotional book.
6. **Photographs:** Include 1 photo of your booth setup, and 3 photographs of items to be sold. Please submit them with your application and they may be printed on the back of the application. The photographs will be used to determine the acceptability of proposed crafts for this festival. Photographs will not be returned. The photographs help us not locate the same type of vendor right next to a vendor with similar items.

7. Craft vendors must provide their own display, tables, chairs and tents. Straw bales for exhibitors are available at a minimal cost.
8. Items that could fire a projectile must be approved by the Historical Society.
9. All craft vendors will be **JUDGED AND SECRETLY SHOPPED** during the festival weekend. The Jury committee will be appointed by the Heritage Reunion staff, and any decision of the jury is final.
10. Booth rental fee is not refundable in the event that vendor or vendor's merchandise is excluded or rejected from this festival and the festival has begun.

## **APPLICATION PROCEDURES**

**Any vendor seeking a booth must submit the application together with the following:**

- ✓ Check or money order for each booth requested and fee for extra parking spaces.
- ✓ Separate check for electricity if desired.
- ✓ Photographs of work
- ✓ **Self addressed stamped envelope.**

## **FOOD BOOTH REQUIREMENTS (EDIBLES AND CONCESSIONS):**

**At this time we are not accepting new food vendors (concessions only). You may however fill out the application and include a complete menu list. DO NOT SEND A CHECK unless you are notified of acceptance.**

1. List your menu on the application form.
2. The number of food booths is limited by the Heritage Reunion Staff. First priority is given to local Fair Grove non-profit organizations. Second priority will be returning vendors that submit application within 30 days after the end of previous year's Reunion.
3. Food vendors must abide by Greene County Health Department regulations. Those rules and forms are available by calling 417-864-1658 weekdays. **All paperwork and fees must be received by the Health Department no later than September 10, 2020. The Health Department will inspect all food booths.**

## **MISCELLANEOUS GUIDELINES:**

1. **CHECK-IN STARTS AT 12 NOON ON FRIDAY.** No craft vehicles and/or trailers are allowed in the crafter parking area or event grounds until 12 noon Friday.
2. Set-up time on Friday is from 12 noon until 8:00 p.m. and on Saturday morning from 6:00 a.m. until 8:00 a.m. **Booth vendors on the square (#32-#47) cannot begin setting-up until 5:00 p.m. Friday.**
3. All vendors must check in by 6:30 a.m. on Saturday. At 6:30 a.m. Saturday any empty space will be assigned to next vendor on the standby list.
4. The Heritage Reunion steering committee prefers that you demonstrate your craft in your booth if possible. Such demonstrations generate crowd enthusiasm.
5. The Heritage Reunion is a family event. **Only items deemed appropriate for the general public will be allowed for display and sale.** The sale and/or use of alcoholic beverages are specifically prohibited.
6. **All vehicles must be out of the festival grounds by 8:00 a.m. on Saturday and Sunday.** Vehicles will not be allowed back into the festival area until the booths close at 6:00 p.m. on Saturday and 4:00 p.m. on Sunday.
7. **MAIN STREET IS CLOSED TO AUTOMOBILES DURING EVENT HOURS (8:00-6:00 Saturday, 8:00-4:00 Sunday) AND WILL BE ONE-WAY UP THE HILL (NORTH TO SOUTH) IMMEDIATELY FOLLOWING.**