



Pocono Garlic Festival LLC
PO Box 308
Stroudsburg, Pa. 18360
570.369.6814
poconogarlic@gmail.com

Craft Vendors & Exhibitors

This document contains pertinent rules and regulations that govern the operations of the Pocono Garlic Festival, hosted by Ski Shawnee, Inc. (SSI)

We are extending invitations to vendors who submit fully executed applications with required enclosures and payments (see application page) by the **July 1st 2011** deadline. Priorities for space will be reviewed based on past participation, date of receipt of fully executed application and type of product/item for sale.

Pocono Garlic Festival, LLC (PGF) strives to maintain balance, diversity and quality in vendors with **strong garlic themed** offerings. All applications and products are juried so that we may maintain this balance. Our goal is to keep high and promote a safe, successful and fun festival. The policies and regulations set forth in this document are designed to maintain order and to regulate activities on the Festival site. Regulations will be enforced.

PROCEDURES

The following application and agreement must be fully completed, signed and returned with the following enclosures in order to be considered for participation:

1. Five (5) photographs: Four (4) of artwork/product and One (1) of your booth.
2. A detailed list of all proposed products/artwork to be sold. **Primary sale item must have garlic theme.**
3. A booth fee of \$200.00 for a 10'x10' booth *and* a separate non-refundable check of \$25 jury fee for **first** time vendors with a completed, signed application by July 1st 2011.
4. Signed Affirmation and Liability Release form (attached to this application) *or* Certificate of Insurance naming **Ski Shawnee, Inc** and **Pocono Garlic Festival LLC** as an additional insured.

Festival Hours of Operation

Labor Day Weekend 2011

Saturday and Sunday

September 3rd & 4th

10 A.M. to 6 P.M.

Rain or Shine

Conditions for 2011

(Please read carefully)

1. **Crafters must have garlic themed items at their booth and Prominently displayed.** Garlic themed products must be displayed at the front of your booth, not used as a side display! We will be doing stand inspections this year. No excuse will be accepted.
2. All locations will be assigned by SSI and PGF staff. While written requests will be considered, placement will be at the sole discretion of SSI and PGF staff. Use of Shawnee Mountain property is strictly limited to assigned location.
3. Exhibitor/Concessionaire parking is provided in designated areas only. With the exception of specified set-up/load-in and break down/load-out times, vehicles will not be permitted at the event site. Vehicles are to be removed immediately when asked to be by PGF or SSI staff.
4. A photograph of the crafters set-up and detailed description of all products/items to be sold is required with the application before the application can be approved. A jury appointed by PGF and SSI will determine the exhibitors at the Festival. **Any product not juried will not be allowed at the Festival.** Items will be removed from the concession stand asked by SSI or PGF staff during the festival if they were not approved. Failure to abide may result in not being asked back to the festival.
5. All crafters must have work that is **original and designed and executed by the craftsperson** that reflects originality and competent craftsmanship. This means absolutely no manufactured or kit items permitted. Vendors that sell products made by others and offered for resale will not be considered for this festival.
6. Booth numbers are to be displayed so that your booth can be located from the map. Crafters are required to keep a neat, presentable booth at all times. Tables should be covered to the ground. Empty boxes and trash will not be permitted around the booth. All signs and displays must be of a professionally produced nature. They must also not peak higher than your tent. **One artist per space.** Crafters must provide their own booth, tables, chairs and tents and **tent weights will be required this year.**
7. It is the sole responsibility of each exhibitor/crafter to obtain the applicable and appropriate state and local licenses and permits as well as payment of taxes pertaining to their operation.
8. A limited number of electrical hook-ups will be available (see application). Electrical arrangements must be made prior to your arrival. You may use propane to run your booth during the day. Generators may only be used with SSI and PGF approval. Vendor agrees to hold **Ski Shawnee, Inc and Pocono Garlic Festival, LLC** and any officers and/or owners of the aforementioned companies harmless for any damage to equipment caused by any malfunction.
9. SSI and PGF will provide day and evening security, but, exhibitor agrees to hold above listed organization harmless for any injury, theft, or other loss that may occur to property or person during the load-in/set-up, event, and break-down/load-out of the festival.
10. SSI and PGF reserves the right to restrict which items will be sold, to include exclusive agreements with national product lines and those who have entered an agreement with SSI and PGF to be the "official" vendor such as; beer, wine and Festival T-shirts.
11. **Craft Exhibitors are not to begin striking their display until Sunday at 6:00pm.** Booths must remain open until the event closes, *even if exhibitor is sold out.* Leaving early makes the festival look in disarray and vendors who leave early will not be allowed to participate in the festival again.

Insurance Reminder!! All Vendors are required to submit a Affirmation and Liability Release form or proof of general liability insurance. This must be mailed with your application no later that July 1st 2011 otherwise your vendor space will be released to a vendor on the waiting list.

Contact Information

Question can be answered by phone or e-mail. Contact Kathleen at 570.369.6814 or poconogarlic@gmail.com
Mail applications to: Pocono Garlic Festival LLC P.O. Box 308 Stroudsburg, Pa. 18360

Pocono
G**rllic**
FESTIVAL
Craft Vendor Application

Business Name: _____

Street Address or PO Box: _____

Town or City: _____

State: _____ Zip: _____

Phone: _____ E-mail: _____

The deadline for this application is July 1st, 2011.

Vendor hereby request permission to display and sell the products and/or services listed at the end of this document. Further, the Pocono Garlic Festival, LLC (PGF) and Ski Shawnee, Inc (SSI), reserves the right to approve any product/item a vendor may wish to seller dispense as well as limit the number of concessions selling the same product/item. DO NOT bring items to the Festival unless previously approved. On the day of the Festival, our standards committee will be monitoring compliance. *Those found NOT in compliance will be asked to remove the item, or leave the Festival. No refund of fees will be given.*

I have read and understand and will abide with the 17th annual Pocono Garlic Festival 2011 general information.

By signing this application, I acknowledge that the Festival is subject to various weather conditions and State and Federal safety and health regulations. No refund of application fees. Exhibits must remain open until closing of the Festival.

Applicant Signature: _____

Print Name: _____

Date: _____

The above named applicant has read and understands the general information, procedures and conditions and seeks admission as a craft vendor.

Check-In and Set-Up Schedule for 2011
Please Circle One

Friday September 2nd, 3-6 pm (preferred)

Saturday, September 3rd, 7-9 am
Vehicles must be out by 8:30 am

AFFIRMATION AND LIABILITY RELEASE FOR CRAFT VENDORS

I, _____, hereby affirm that I have been well advised and thoroughly informed of the inherent hazards and policies of the event. I know that by participating in the 2011 **POCONO GARLIC FESTIVAL**, I am exposing myself to certain known and unknown liabilities in my direct and indirect actions with the public and invitees to this event. I also understand that if I choose to hire help for the event, that I am directly responsible for their actions or injury. I hereby personally assume all risks associated with my voluntary participation in this event for any harm, injury or damage that may befall me or any employee or temporary help as a result of my participation whether foreseen or unseen.

I understand and agree that neither Pocono Garlic Festival, LLC nor Ski Shawnee, Inc. both located in Monroe County in the state of Pennsylvania, its member and/or directors and officers may be held liable in any way for any occurrence in connection with my participation in the **2011 Pocono Garlic Festival** that may result in injury, death, or other damages to me or my family, heirs, or assigns, and in consideration of being allowed to participate in this event, I hereby personally assume all risks in connection with said event for any harm, injury, or damage that may befall me, including all risks connected therewith, whether foreseen or unforeseen; and further to save and hold harmless said event and persons from any claim by me, or my family, estate, heirs, or assigns arising out of my participation in this event.

I further state that I am of lawful age and legally competent to sign this affirmation and release, or that I have acquired the written consent of my parents or guardians; that I understand the terms herein are contractual and not a mere recital; and that I have signed this document of my own free will.

It is my intention by this instrument affirmed by my signature below to exempt and release Pocono Garlic Festival, LLC and Ski Shawnee, Inc., its members, directors and officers from all liability whatsoever for personal injury, employer's liability and workers' compensation, property damage or wrongful death arising out of or in the course of my participation in this event.

I HAVE FULLY INFORMED MYSELF OF THE CONTENTS OF THIS AFFIRMATION AND RELEASE BY READING IT BEFORE I SIGN IT.

Signature of Participant _____ Date _____

Print Name _____

This event is Rain or Shine!

Be prepared for any type of weather.

Tents, canopies and pop-ups must be secured with weights.

Bring weights for blacktop areas, *no spikes!*

All questions regarding procedures, conditions and waiver call
Kathleen McKeon 570.369.6814 or e-mail poconogarlic@gmail.com