

Northern Appalachian Folk Festival, Inc.

Vendor Application

September 6 & 7, 2024 - Indiana, PA

Please fill out this application in its entirety. **INCOMPLETE APPLICATIONS WILL BE DISQUALIFIED.**

BUSINESS NAME: _____

CONTACT NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE NUMBER: _____

EMAIL: _____

WEBSITE/URL: _____

SOCIAL MEDIA HANDLE(S): _____

Preferred contact method:

Email

Phone

Have you participated in the Northern Appalachian Folk Festival in the past?

Yes

No

What type of vendor are you?

NON-PROFIT (Fundraising or sales - subject to Vendor Fee)

NON-PROFIT (Information only - exempt from Vendor Fee)

ARTISAN/CRAFTSMAN

Please provide a brief description of your business or service:

**All applications must be submitted and received by August 1, 2024.
NO EXCEPTIONS.**

Eligibility:

Open to all artisans and craftspeople selling their own work. **This is NOT a juried show.** Each booth is limited to 2 mediums. Demonstration of crafts is encouraged where space permits. Absolutely **NO commercially produced merchandise, imports, kits, pressed design shirts, buy/sell or wholesale items will be allowed.**

New vendors are required to send photos along with their completed application.

Exhibitors are responsible for collecting and reporting necessary sales tax.

Fees and Payments:

Beginning in 2024 NAFF, Inc. is requiring a **\$15 Application Fee** for processing vendor applications. This is separate from the Vendor Fee and applicable to ALL vendors, including non-profits. The **Vendor Fee is \$100** for the 2 day event. The Application Fee is due at submission of this application and the Vendor Fee is due upon approval.

Please make checks payable to: **NAFF, Inc.**

Mail to: **Northern Appalachian Folk Festival, Inc.**
580 Philadelphia St., Suite 1, Indiana, PA 15701.

You will be contacted once all applications have been vetted. All questions regarding invoicing, payments, and the Festival map can be sent to judy@naffinc.org.

Festival Guidelines:

Approved vendors will be granted a 10' x 10' space. All return vendors will be given the same space as in previous festivals, unless other arrangements have been made. **The 2024 Northern Appalachian Folk Festival will be adding a Community Stage in front of the First Commonwealth offices by Carpenter Avenue. If your space is in this area, we will accommodate your requests.**

All approved vendors are agreeing to **BOTH** days of the festival.

Vendor booths **must** stay open until at least 7pm of each festival day regardless of weather conditions. Come prepared. Booths should be designed to handle all kinds of weather. In the event of inclement weather, the Festival Committee will determine the appropriate actions to be taken.

All trailers and personal vehicles must remain in designated vendor parking areas until the Festival ends.

Spaces **may NOT** be shared with any non-applicants.

Vendors must provide all equipment and materials necessary for exhibition, including tent, tables, chairs, skirting, lighting, etc.

A roll-off dumpster will be available in the parking lot across from the Indiana Fire Department to dispose of excess trash. There will be garbage containers throughout the Festival grounds, and will be managed by a local civic organization.

Failure to comply with these guidelines will affect future participation in this event.

Set-up times:

Streets will be closed at 9am on Friday, September 6, 2024 for stage set-up.

Vendor set up will begin at **12 Noon on Friday, September 6, 2024**, and **must be ready to sell/exhibit by 4pm** at the official start of the festival.

Vendors can restock between 8am - 12 Noon, on **Saturday, September 7, 2024**, but **NO** vehicles will be permitted to enter the festival area. Please plan in advance how to transport needed items.

Sales can begin as early as 10am during the "Walk of Fame" presentations in front of Spaghetti Benders, but must be open at 12 Noon for sales.

**Vendors may stay open both nights until 10pm, but MUST stay open until 7pm.
Security will be on hand at all times.**

NAFF, Inc. will display signs for specified vendor parking and there will be a vendor check in upon arrival for set-up. All questions should be directed to Judy Holliday at judy@naffinc.org.

Please sign, date, and return this application along with the \$15 non-refundable Application Fee **on or before August 1, 2024**. The Vendor Fee will be due upon approval of your application.

- I have read and understand all Festival rules and regulations, and agree to abide by said rules and regulations. I hereby expressly release the Northern Appalachian Folk Festival, Inc, the Festival Committee, all volunteers, and their assignments from any and all liability, including, but not limited to injury, damage, and/or loss to persons or property. I understand that failure to comply with all guidelines will affect future participation in future NAFF, Inc. events.

SIGNATURE: _____

DATE: _____