

Friends of Fort Halifax Park, Inc.
10th Annual Fort Halifax Festival
(Saturday, May 4, 2013 10:00 a.m. – 6:00 p.m.)

Vendor/Demonstrator/Exhibitor Registration Form

Participant Name: _____

Participant Classification (check one):

- **Demonstrator**: Individual or group displaying any mid-1700s/18th Century skill or craft. Demonstrators may sell items that they produce and will not be charged for space at the Festival; however, they must donate something associated with their skill or craft, and valued at \$25 or more, for use as a Festival “door prize.”
- **Exhibitor**: Individual or group presenting any collection, skill, craft, or information but not offering retail sales. Exhibitors must register but will not be charged for space at the Festival.
- **Vendor**: Any one not qualifying to participate as a Demonstrator or Exhibitor. Vendors will be charged \$25 for a 10-foot space. Food vendors must also provide proof of liability insurance.

Type of information/activity/product(s) to be offered (use back of form if needed):

Name of Contact Person: _____ Phone: (____) _____

Email: _____

- Proof of liability Insurance attached (food Vendors only)

I have read and understand the attached Festival Participant Guidelines for the Friends of Fort Halifax Park, Inc. Festival to be held Saturday, May 4, 2013.

Signature of Person Responsible: _____

Date: _____

Return completed Registration Form to: Bonnie Freeman, President
Friends of Fort Halifax Park, Inc.
P.O. Box 565
Halifax, PA 17032
sundancertoo@gmail.com

Registration No. (for official use): _____

Festival Participant Guidelines

- Festival to be held “rain or shine.”
- All participants must be pre-registered with any applicable fee paid in full by not later than April 10, 2012.
- All participants **must be approved** by Friend of Fort Halifax, Inc. Festival Planning Committee.
- Each participant will receive a Permit at the beginning of the Festival. Permits must be publicly displayed at participant tables.
- **Unless pre-arranged, electricity will not be available**; however, participants may be allowed to bring generators if pre-approved by the Planning Committee.
- **Food Vendors must provide proof of liability insurance (to be attached to Registration Form).**
- Participants are responsible for bringing their own tables, chairs, canopies, *etc.*
- Each participant will be allocated a 10-foot frontage area; however, additional area can be requested.
- Participants using large portable trailers should be set up by 9 a.m. on the day of the Festival. All others should have their table(s) set up by 10 a.m. Participants are expected to remain with their tables until the scheduled end of the Festival.
- Festival coordinators and Halifax Township officials are not responsible for any theft or damage to participant property, nor shall they be held legally liable for any damage resulting from participant error or omission, intentional or negligent.
- All participants are responsible for set-up, tear-down and clean-up of their respective areas.
- On the day of the Festival, a Friends of Fort Halifax Event Coordinator will be on site by 7:30 a.m. to direct participant set-up.
- All participants acknowledge by their signature on the Festival Registration Form that they have read, understand and agree to these *Guidelines*.

Bonnie Freeman, President
Friends of Fort Halifax Park, Inc.