

# 2010 Fort Ligonier Days Craftsmen's Fair Rules & Regulations October 8, 9, 10, 2010

- Eligibility:** The Fort Ligonier Days Craftsman's Fair is a juried show and will be open only to artisans who make and sell their own craft. To demonstrate your craft would be a welcomed addition to our festival. **No commercial or imported goods are permitted.** Crafts Committee personnel make regular evaluations concerning these matters during all three days of the event. **The Fort Ligonier Days Craft Committee is solely responsible for the selection of Craftsman's Fair participants and their booth locations. The decisions of the Craft Committee are final.**
- Facilities:** The Municipal Parking Lot on North Market Street and the Loyalhanna Parking Lot on South Market Street (across from the Fort Ligonier Parking Lot) are completely paved. Electrical hookups are available in both lots on a limited basis. However, electrical hookups are not available in the Mellon Park Lot which is grass. **The space size for all craft booths will be strictly enforced.** Exhibitors must provide their own booths as well as display panels pegboards, shelving, chairs and benches.
- Parking:** Parking is provided for all official Fort Ligonier Days craft vendors and is within a 2 – 4 block walking distance from the craft lots. Craft vendors are allowed to pull their vehicles beside their lot to unload and also to restock each morning before the show opens.
- Set-Up & Liability** **All crafters selected are required to stay open throughout scheduled show hours despite inclement weather conditions. In the event of severe conditions, the FLD committee will determine the appropriate actions to be taken. Keep in mind that booths should be designed to handle all kinds of weather.** Craft booths must be opened by **9:00 AM** on Friday and Saturday, and at **Noon** on Sunday. **SALES ARE NOT PERMITTED BEFORE NOON ON SUNDAY.** Closing time for the booths is 6:00 PM on Friday and Saturday and 5:00 PM on Sunday. Crafters are responsible for their own property. The Craft area will be under general police surveillance with additional overnight security on Friday and Saturday. **The Ligonier Valley Chamber of Commerce, the Borough of Ligonier nor the Fort Ligonier Days, Inc. can not be held liable for any loss or damage to exhibits or merchandise.**
- Sales Tax:** **All Craftsmen must have a valid PA Sales Tax number, collect their own 6% Pennsylvania Sales Tax and submit it to the proper agency. Representatives of the state will be checking each booth for valid licenses.**
- Prohibitions:** Raffles are prohibited  
Sales on Sunday are not permitted until Noon.  
Purchasing crafts from other booths for resale is not permitted.  
Alcoholic beverages are not permitted in the craft areas.  
**Pets are not permitted in the craft lots or festival area.**

**FORT LIGONIER DAYS 2010 CRAFT BOOTH APPLICATION  
OCTOBER 8, 9, 10, 2010**

NAME \_\_\_\_\_

BUSINESS NAME \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

\_\_\_\_\_

CITY STATE ZIP CODE

TELEPHONE(Home) \_\_\_\_\_ (Business) \_\_\_\_\_

**PA. SALES TAX NUMBER** \_\_\_\_\_

MY CRAFT IS \_\_\_\_\_

DID YOU PARTICIPATE IN 2009? YES \_\_\_ NO \_\_\_ IF SO, WHICH LOCATION?  
\_\_\_Municipal Lot \_\_\_Loyalhanna Lot \_\_\_Mellon Park Lot

MY CHOICE OF LOCATION IN 2010 IS (Mark 1, 2, 3)  
\_\_\_Municipal Lot (Paved) \_\_\_Loyalhanna Lot(Paved) \_\_\_Mellon Park Lot(Grass)

*\* Corner/double corner lots are limited in number & available on a first come first serve basis\*\**

Enclosed is my check to cover:

- \_\_\_ \$10.00 Non-refundable Application Fee (**Must be separate check**)
- \_\_\_ \$350.00 One Full Booth Space Fee (10' x 10')
- \_\_\_ \$400.00 One Full Corner Booth Space Fee – **Mellon Park & Municipal Lots Only**
- \_\_\_ \$525.00 One and ½ Booth Space Fee
- \_\_\_ \$575.00 One and ½ Corner Booth Space Fee-**Mellon Park & Municipal Lots Only**
- \_\_\_ \$700.00 Double Booth Space Fee
- \_\_\_ \$750.00 Double Space with One Corner Space – **Mellon Park Lot Only**
- \_\_\_ \$800.00 Double Corner Booth Space Fee – **Mellon Park Lot Only**
- \_\_\_ \$30.00 Electric Hook-up Fee (Municipal and Loyalhanna Lots Only- limited number of hook-ups available)
- \_\_\_ Total Amount of **TWO (2)** Checks Enclosed

Please make all checks payable to: **FORT LIGONIER DAYS, INC.**

Do you carry liability insurance? \_\_\_ Can you provide a certificate? \_\_\_

**Please complete and return this application with 4 photos, which the Committee may keep, and mail to Fort Ligonier Days, Inc., 120 East Main Street, Ligonier, PA 15658.**

If you have any questions regarding the Fort Ligonier Days Craft Show, call 724-238-4200.

**APPLICATION DEADLINE IS MARCH 31, 2010.**

**CANCELLATION POLICY**

**Prior to August 1<sup>st</sup> – 1/2 refund will be given.  
After August 1<sup>st</sup> – no refund will be given.**

**No crafter substitutions without prior authorization from Craft Committee.**

**I hereby acknowledge having read the basic rules of the Fort Ligonier Days Craft Show, I agree to abide by these rules. I understand that placement within craft lots is at the discretion of the Craft Committee. I understand all crafters selected are required to stay open throughout scheduled show hours despite inclement weather conditions. In the event of severe conditions, the FLD committee will determine the appropriate actions to be taken. I understand my booth(s) should be designed to handle all kinds of weather. I understand that neither the Ligonier Valley Chamber of Commerce, the Borough of Ligonier, nor the Fort Ligonier Days, Inc. are responsible for any loss or damage to my exhibit or to myself.**

**Signed\_\_\_\_\_Date\_\_\_\_\_**

**ATTENTION CRAFT APPLICANTS:**

**We ask you as quality craftsmen to please pass on information about our Fort Ligonier Days Craft Show. We are always striving to attain the highest quality crafters to invite to our show. They can send a self addressed, stamped envelope to Fort Ligonier Days, Inc. 120 East Main Street, Ligonier, PA 15658. Thank you for your help.**

For Office use only:

**For reservation of space:**

Lot\_\_\_\_\_

Date Paid\_\_\_\_\_

Check Number\_\_\_\_\_