



# Fair Grove Heritage Reunion

## Craft or Food Booth Guidelines and Regulations

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

### Craft Booth Requirements:

1. Any craft vendor seeking a booth in this festival must submit this application together with all of the following:
  - a. Booth rental fee: \$75.00 per booth space (12' x 10').  
Booth fees are non-refundable except for unusual circumstances.  
Booth fees will not be refunded after 8/1/09.
  - b. Application fees include a charge for a mandatory City of Fair Grove Temporary Crafter license. This license will be issued by the Reunion Staff for the City.
  - c. Craft vendors must provide their own display, tents, tables and chairs.  
Straw bales for exhibitors are available at a nominal cost.
  - d. All tent stakes, tables, and props shall be kept inside the 12' x 10' booth space. Walkways must be kept clear for foot traffic.
  - e. Electricity (20 amp. service) is available for some booths on first-come first-served bases.
  - f. A single crafter parking permit is included in the cost of each application.  
Due to limited parking space, extra parking permits will cost \$10.
2. You will receive by mail either a confirmation of your acceptance as a vendor or a rejection of your application provided you have included a SASE.

### Jury Procedures:

1. For promotional purposes, you must describe the type of craft, or food concession in detail on the application form.
2. For first time vendors, three photographs of items to be sold must be submitted with application. The photographs will be used to determine the acceptability of proposed craft for this festival; therefore items must be clearly visible and recognizable in the photographs. Returning vendors do not need to submit photographs, however a listing of crafts must be provided.
3. Photographs become the property of the Heritage Reunion Staff.
4. The following guidelines apply to crafts:
  - a. All products must be hand crafted and indigenous to the Ozarks. All work should be by hand or with the use of necessary tools.

- b. Absolutely no off-the-shelf nor any manufactured items may be sold at the Heritage Reunion. At no time during the show may commercial kits or supplies be displayed or sold.
- c. Commercial, retail, informational or political booths are specifically prohibited.
- d. Items that could fire a projectile are prohibited.
- e. All craft vendors will be judged during the early hours on Saturday morning. The Jury committee will be appointed by the Heritage Reunion staff, and any decision of the jury is final.
- f. Booth rental fee is not refundable in the event that vendor or vendor's merchandise is excluded or rejected from this festival after the festival has begun.

### **Food Booths Requirements:**

- 1. The number of food booths is limited by the Heritage Reunion Staff. First priority is given to local not-for-profit organizations. Second priority will be return vendors that sign up within 30 days after the end of previous year's Reunion.
- 2. Food vendors must abide by any and all Springfield Greene County Health Department regulations. Those rules are available by calling 417-864-1850 weekdays. The Springfield Greene County Health Department will inspect all food booths.

### **Miscellaneous Guidelines:**

- 1. Check-in starts at 12:00 p.m. CDT noon on Friday, September 25, 2009. **No vehicles and/or trailers are allowed in the crafter parking area before 12:00 p.m. CDT noon on Friday.**
- 2. Set-up time on Friday, September 25, 2009 is from 12:00 p.m. noon until 8:00 p.m. and/or Saturday morning, from 6:00 a.m. until 8:00 a.m. **Booths on the Historic Fair Grove Square (#27 thru #38) will not be allowed to begin setup until after 5:00 p.m. on Friday.**
- 3. If your booth space is not occupied by 7:00 a.m. on Saturday, the next vendor on the standby list will be assigned the empty space.
- 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. The sale and/or recreational use of alcoholic beverages are specifically prohibited.
- 6. Vendors may not begin removing their displays until instructed to do so by Reunion Staff via public address system messages.
- 7. 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 5:00 p.m. on Sunday.
- 8. You will have a Crafter's License for the City of Fair Grove in your packet when you check-in. Please display this license in plain view in your booth during the Festival.
- 9. Main Street is a **One-Way** street up the hill (north to southbound only) during the Festival.



# Fair Grove Heritage Reunion

## Craft or Food Booth Application

### September 26 & 27, 2009

#### Directions for Application:

Read the Heritage Reunion Guidelines and Regulations.  
Complete this application page and mail this page with fees indicated in  
Guidelines and Regulations.

Name: \_\_\_\_\_ Daytime phone: \_\_\_\_\_

Address: \_\_\_\_\_ Nighttime phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Description of Craft or Food (please be specific):

\_\_\_\_\_  
\_\_\_\_\_

Number of craft booths needed \_\_\_\_\_ X \$75.00/booth fee \$ \_\_\_\_\_

Number of food booths needed \_\_\_\_\_ X \$125.00/booth fee \$ \_\_\_\_\_

(limit to no more than three booth spaces)

20 amp. electrical service \_\_\_\_\_ X \$10.00/electrical fee \$ \_\_\_\_\_

(Electricity is available on a first-come-first-serve basis)

Extra parking permits \_\_\_\_\_ X \$10/parking fee \$ \_\_\_\_\_

(A single crafter parking permit is included in the cost of application)

**Total Enclosed** \$ \_\_\_\_\_

#### For returning vendors:

Please assign me to booth # \_\_\_\_\_ or

Please move me to booth # \_\_\_\_\_

(To reserve same booth, application must be returned by November 1, 2008)

#### Please make check or money order payable to and mail to:

Fair Grove Historical Society • P.O. Box 93 • Fair Grove, MO 65648

By submitting this application to the Fair Grove Historical and Preservation Society, the undersigned acknowledges receiving, reading and fully understanding all of the Guidelines and Regulations of the Fair Grove Heritage Reunion. I understand that submission of this application with the required attachments and fees does not guarantee my admission to the festival as a vendor. I further understand that if I violate any of the Guidelines and Regulations of the Heritage Reunion I may be excluded or rejected from the Fair Grove Heritage Reunion, my merchandise (in whole or in part) may be excluded or rejected from the Fair Grove Heritage Reunion, and my booth rental fees will be forfeited.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_