



Ebensburg's 6th Annual Dickens of a Christmas 2011

Craft Show Guidelines

Date: Saturday, December 3, 2011

Time: 8:00 a.m. to 4:00 p.m.

Registration Deadline: September 30, 2011

Craft Show Location: Inside Dauntless Fire Station & VFW
Downtown Ebensburg
19 miles north of the City of Johnstown
24 miles west of the City of Altoona
74 miles east of Pittsburgh
140 miles west of Harrisburg

Show Format: Once again this year, all aspects of the event will follow a Dickens-style theme. All craft booths choosing to be part of the craft show **MUST** feature handmade items only. The overall event is to maintain a Dickens theme. All vendors must have something Victorian (decorations, etc.) associated with their booth. We also encourage all to dress up, even with something as small as a scarf or Victorian-style hat.

This is not an event for cotton candy, pop guns, sports cards, silly string, beanie babies and other such items normally found at street carnivals. The atmosphere is to maintain a Victorian theme and vendors are encouraged to dress up.

Space Size: We will supply each vendor with one 8' table & 2 chairs per space.

*If in the firehall, approximately four additional feet will be behind your chairs and two feet in between tables. (Total space size is approx. 8' x 8')

*If in the VFW, there is very little space behind your chairs and about a foot in between tables. (Total space size is approx. 3' x 8')

Fee Per Space: \$30.00

Set-Up: Friday 6:00 p.m. to 8:00 p.m. and/or Saturday 7:00 a.m. to 8:00 a.m.

Teardown: 4:00 p.m. – 6:00 p.m.

Electricity: Not provided (If you absolutely need electricity for your booth display, please notify us and we will do our best to place you near a plug)

Rules & Regulations:

- All vendors are strongly encouraged to dress in Dickens-style period costume of the Victorian era. Ideas are provided on our website at www.EbensburgDickens.com!
- No refunds after September 8, 2011.
- No vans or vehicles will be permitted on the street or sidewalk during the festival.
- To facilitate traffic flow during set-up, all vendors must unload their goods and drop them into their assigned space as quickly as possible, and remove their vehicle from the front of the fire station **before** setting up! At the end of the event, booths must be dismantled and ready to load **before** vehicles are brought to the fire station.
- Exhibitors are responsible for their own trash removal. Please leave the area as clean as you found it.
- All applications are reviewed on a first-come first-serve basis! No changing or swapping of spaces will be allowed. Spaces may not be shared with any non-applicant.
- Failure to notify the Dickens committee of a cancellation in advance will affect future participation.
- Locations will be locked between 9:00 p.m. Friday and 7:00 a.m. Saturday for security.
- All vendors must be out of the fire hall and VFW by 6:00 p.m. on Saturday.

Please make checks payable to: **EABC (Ebensburg Area Business Commission)**

Information Contact: Ebensburg Borough office at (814) 472-8780
www.EbensburgDickens.com

Registration Deadline: September 30, 2011



2011 DICKENS OF A CHRISTMAS CRAFT VENDOR APPLICATION

Business Name _____

Contact Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ (Day) _____ (Evening)

Email _____ Website _____

Sales Tax ID# (Required) _____

*For all questions concerning your sales tax ID or if you need to apply for an ID#, go to www.revenue.state.pa.us

Detailed description of items to be sold:

I would prefer my space to be located in: _____ Firehall _____ VFW

Note Special Instructions Here: _____

Number of Spaces Requested _____ x \$30.00 = \$ _____

Please make checks payable to: **EABC** & return to: Dickens of a Christmas
300 West High Street
Ebensburg, PA 15931

HOLD HARMLESS AGREEMENT AND PHOTO RELEASE - Exhibitor releases and holds harmless the facility that is being used, sponsors, owners, managers, merchants association, agents, volunteers, servants and employees of Dickens, the Borough of Ebensburg, the County of Cambria and Ebensburg Area Business Commission from all responsibility, personal liability, loss or damage, theft, fire, loss of life, personal injury and/or damage to property that may arise or occur to exhibitor, his employees, agents, servants, associates, goods, property or public and from any conditions whatsoever that may arise while the premises are in use, during show hours or when closed after show hours. The Dickens committee reserves the right to accept or reject any applications. We reserve the right to remove exhibitor and exhibits if agreements or rules are not complied with and whose conduct is not acceptable. Misrepresentation on part of exhibitor in any form will result in cancellation of space and total loss of fee. Entry constitutes an agreement that exhibitor and his representative take no legal action against any of the above. By signing below, I hereby grant my consent to use my photograph, whether still or in motion, for use in editorial, promotion, business, or any other purpose. Ebensburg Borough may exercise its rights in any way it sees fit for production, advertising, or other purposes. This agreement entered into, in accordance with the laws of the Commonwealth of Pennsylvania.

Signature of Exhibitor _____ Date _____

REGISTRATION FORM MUST BE COMPLETED IN ITS ENTIRETY & SIGNED TO BE PROCESSED