

January 10, 2009

Greetings:

This letter serves as a formal invitation for you and/or your organization to participate in the 2009 Mountain Heritage Arts & Crafts Tent. The date for our festival this year is September 24, 2009 through September 26, 2009 (Thursday through Saturday).

As you may be aware, 2008 was a tremendous success!! We are extremely proud of our growth and changes that occurred last year.

Enclosed you will find an application for participation, set-up information, festival rules and a self-addressed envelope. Please take the time to review the set-up information and festival rules. The selection of space will be determined by the post marked date of the envelope only!!!

Please note that I am having all the festival related mail come directly to my home address.

Delineated below are the prices for the booths:

Craft Booths: **\$125.00** for the front side of the tent facing the Mountain Heritage Village
\$100.00 for the back side of the tent facing Down Town Whitesburg

Commercial: **\$200.00** for the front side of the tent facing the Mountain Heritage Village
\$175.00 for the back side of the tent facing Down Town Whitesburg

I look forward to your participation in the 2009 Mountain Heritage Festival. If you should have questions concerning this, please do not hesitate to contact me at home (606) 378-2226. I can also be reached by email at cdfields@tvscable.com. See you in September!!

Sincerely,

Connie Fields,
Chairperson, Arts & Crafts

2009 Set Up Information

Thursday, September 24, 2009 move in after 10:00 a.m.

Friday, September 25, 2009 10:00 a.m. until 10:00 p.m.

Saturday, September 26, 2009 10:00 a.m. until 11:00 p.m.

Preface: Again, this year, we will allow you to bring any heavy articles used for display purposes (tables, display cases, shelves, etc.) on Wednesday Night AFTER 10:00 p.m. You will be responsible for any lost or damages since we will not have security on that evening. If you decide to utilize, I MUST be notified in advance in order to work out a time with you.

1. Set up will be on Thursday, September 24, 2009 starting at 7:00 a.m. You will be responsible for your booth until Security arrives at 10:00 p.m.
2. Late arrival is subject to reassignment at the discretion of the Arts & Crafts Chairperson.
3. Exhibitors are expected to set up throughout all the three days of the festival.
4. All booths should be neat and clean both during and upon departure from the festival. You will be responsible for cleaning all debris around your booth. Any material on the partitions must be removed.
5. All stock and equipment must be stored undercover and out of the walkway for the entire length of the festival. No merchandise is to be set-up on the street, sidewalk, or walkway. **THIS WILL BE ENFORCED.**
6. Discounts are discouraged as they distract from the image of the festival.
7. All items must be removed after closing on Saturday night. Each year, we only have 2 – 5 that don't move out and we have to pay security to same regardless of how many stay.
8. Security is as follows: Thursday 10:00 p.m. – 10:00 a.m. Friday 10:00 p.m. until 10:00 a.m. on Saturday.
9. Exhibitors will be expected to wear a name badge at all times. This will be supplied and given to you by the Festival Committee.
10. It must be noted on the application, if there is a special need, such as physical disability, wheelchair, etc.

11. Booths will be assigned on a first come, first serve basis, based upon the post marked date of the envelope.
12. If your application is received by April 1, 2009, you may request the same space/booth as last year.
13. No caps/pops will be allowed to be sold by a booth. We feel that this is a safety hazard. The caps/pops are the kind that is thrown by kids that make a loud pop noise. If you are found to be selling these, we will ask that you leave the festival and no refund will be given. Any other item that the committee deems unsafe or dangerous is sold, you may be asked to discontinue selling.
14. PLEASE READ: we are requesting booth exhibitors to bring a cover/sheet or plastic to be used to cover the front of their booth (s) when you close at night. Although security is provided, this has been found to be helpful in closing down the tent at night and keeping people out of the tent before opening. This is also "you security" in the event you are late in opening your booth. Each booth is an 8X8 space.
15. We would encourage booth exhibitors to bring your own dollies, shopping carts, etc., for loading and unloading purposes. It is impossible for the committee to provide enough shopping carts for everyone.
16. Craft Booths will not be permitted to sell anything that is not handmade. Baseball cards, sweatshirts, computer printouts, and store jewelry are not craft items. If you have something that you intend to sell that is questionable, you should contact the Chairperson of the Arts & Crafts, to discuss this issue. If you attempt to sell an item that is not a craft item, you will be charged with the commercial rate and will not be allowed to return to the festival the following year.
17. In order to ensure your booth position, you must return the application fee with the full amount by April 1, 2009. **Refunds will not be made for any reason.**
18. If you are planning a display that requires extra lighting, no poles in the booth, etc., this must be noted on the application. If it is not stated on the application, no exchanges can be made on the date of the set-up. We would ask that you enclose a diagram showing us your display.
19. I am requesting your assistance in putting the tent sides up and down each morning and evening, as the Festival Committee relies solely on the volunteers for this function. Your help will be greatly appreciated.
20. Tent exhibitors will be allowed to park at the end of the tent (similar to last year). There is a parking area available if everyone will be respectful of others and park accordingly.
21. Applications will also be available on line at www.mountainheritagefestival.com