



EBENSBURG POTATOFEST

2010

(19th Annual)

Festival Guidelines

Date: Saturday, September 25, 2010

Time: 9:00 a.m. to 5:00 p.m.

Location: High, Center, and Julian Streets; Memorial Park; Penn Eben Park; Prave Lot
(Downtown Ebensburg)

Space Size: 10' x 10'

Fees per Space: Crafters (Handmade items only!) \$35.00

Food Vendors \$80.00

Non-Profit \$35.00

Collectible Vendors \$50.00

Set-Up: 6:30 a.m. to 8:00 a.m. Saturday morning

Teardown: 5:00 p.m. to 6:00 p.m.

Electricity is available in Penn Eben Park and Memorial Park. This will be reserved on a first-come first-serve basis. There is a \$20/hookup fee. Please note that no generators will be allowed in either park. All vendors must supply their own cords.

Registration Deadline: **Friday, August 13, 2010**

Rules & Regulations:

- All vendors **MUST** sell something! No promotional/information booths will be allowed unless you are a sponsor of the event. You may have a raffle as part of your booth, but you must also sell a craft/food item (this will be strictly enforced).
- **A 10' x 10' tent (any color) is required.** In the event of two spaces reserved for one vendor, a 10' x 20' tent (any color) may be used. Sides for tents are not required, although they are strongly suggested.
- **If you are a new vendor,** you must enclose 2 photos of your products or you may email them to cstrugala@ebensburgpa.com. The committee will return your photos to you **ONLY** if you enclose a postage paid envelope with your application. ***Please note that food vendors do not need to submit pictures of items.**
- No refunds after August 1, 2010.
- **NO VENDORS WILL BE ALLOWED TO SET UP THE DAY BEFORE THE EVENT.**
- Collectible vendors will be placed together in an outside location.

- Businesses will be allowed to participate (you **MUST** sell a handmade or food item). The only exception to this rule is for sponsors of the event.
- Food vendors will be put together (3-4 on each block) and separated by tables and chairs or a space from craft vendors. No vendors will be placed inside. Please note that no one is guaranteed the same spot as they had in 2009.
- All vendors will receive a ribbon to wear so that they may get their food items faster during the day.
- Booths must stay open until closing time. Displays must start at the curb and cannot extend beyond 10' x 10'.
- Exhibitors are responsible for their own trash removal. Please leave the area as clean as you found it.
- Tables and chairs are not provided.
- Exhibitor must provide tie downs and/or sandbags for tent. All food vendors must display food prices on their booth.
- Vendors must be unloaded and have their vehicles off the street by 8:00 a.m. 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 exhibitor area to the assigned parking areas **before** setting up! (We will do our best to have volunteers available to help you unload) At the end of the day, booths must be dismantled and ready to load **before** vehicles are brought into the exhibit area.
- All applications are reviewed once a month by an approval committee. You will then be notified. All vendors are accepted at the discretion of the committee. No changing or swapping of spaces will be allowed. Spaces may not be shared with any non-applicant.
- Failure to notify the PotatoFest committee of a cancellation in advance will affect future participation.

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

Information Contact: (Monday -Friday 8am-4pm ONLY!)

Ebensburg Borough Office (814) 472-8780
cstrugala@ebensburgpa.com

www.potatofest.com

**Ebensburg PotatoFest is sponsored by the Ebensburg Area Business Commission
and Main Street Partnership.**

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