



## SOUTH HAVEN HARBORFEST 2018

March 6, 2018

Dear Craft/Gourmet Food Vendor

This year Harborfest celebrates it's 27<sup>th</sup> year and will be held June 15<sup>th</sup> & 16<sup>th</sup>. The craft show will run both of these days (please note this is different than past years). You are receiving this letter and application because you have participated as a vendor in the past or have requested an application. Thank you for your interest in the 2018 festival, the Harborfest committee looks forward to working with you.

Our craft area is limited to arts and crafts, no commercially produced goods, other than gourmet food items. Gourmet food items are food items that are not meant to be consumed on site. These items may include but not be limited to cheese, sausages, jerky, food mixes, dips, spices, seasonings, honey, sauces, jams, syrup, and salsa. Vendors who display comecial merchandise that is not handmade will be asked to remove items and may not be asked to participate in future festivals.

- Setup will be Friday June 15<sup>th</sup> 7a.m.-11:30a.m. All cars must be off the show site by 11:30a.m. No exceptions.
- No grilling or overnight camping allowed, (visit [www.southhaven.org](http://www.southhaven.org) for accommodations)
- Overnight security will be provided, however Harborfest or the City of South Haven, will not be held responsible for any losses or damages due to weather or theft.
- Generators are not allowed on the craft site.
- Exhibit areas will be assigned in advance. Harborfest will assign spaces based on when applications are received and on previous participation. Set up times may be assigned.
- Exhibitors will be setup along the street and in the grass areas along sidewalks; booth size is 10x10. Electric is limited and provided on a first come first serve basis.
- The exhibitor agrees to hold harmless and indemnify the Harborfest Committee and the City of South Haven for any loss arising from exhibitors.
- There will be a \$50 cleaning deposit assessed per vendor this year. This deposit will be refunded in cash at your time of departure from the festival upon approval from a committee member. No refund will be issued if you leave without this approval (no exceptions). Tear down will begin at 9:00 p.m. Saturday night cars will not be allowed to go east on water street at this time due to pedestrian traffic. Cars will be brought down St. Joseph Street and exit through the beach parking lot. If you need help getting your merchandise to your vehicle there will be some volunteers available to assist with this.
- We do have a limited number of Handicap parking spaces available; please contact us if you require a space.

Any Questions can be directed to Ken VanHorn at 269-217-0140 or [Harborfest2018@gmail.com](mailto:Harborfest2018@gmail.com)

## Craft/Gourmet Food Vendor application 2018 HArborfest

All applications must be accompanied by the required fee and cleaning deposit along with your MI Sales Tax Id nubor or Concessionaire's sales tax return payment form

Business Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

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

Phone: (     )                      Email: \_\_\_\_\_

Sales Tax ID (required): \_\_\_\_\_

Brief Descriptions of Items Being Sold: \_\_\_\_\_

Booth size: 10 x 10, show is for two days June, 15<sup>th</sup> and 16<sup>th</sup> 2018

Spaces with electric are limited and are assigned on a first come first serve basis they will be assigned upon receipt of payment, until gone.

- 1-10 x 10 space non electric    \$110.00                      \$ \_\_\_\_\_
- 2-10 x 10 spaces non electric    \$205.00                      \$ \_\_\_\_\_
- 1-10 x 10 space with electric    \$125.00                      \$ \_\_\_\_\_
- 2-10 x 10 spaces with electric    \$225.00                      \$ \_\_\_\_\_
- Refundable Cleaning deposit \$ 50.00                      \$ 50.00
- Total due with signed contract by May 10<sup>th</sup> 2018    \$ \_\_\_\_\_

Please send Check or Money order payable to South Haven Harborfest

Setup is on Friday June 15<sup>th</sup> 7:00 a.m.-11:30 a.m. No exceptions. No refunds will be given after June 1<sup>st</sup>

Required booth hours during the festival are Friday June 15<sup>th</sup> 12:00 p.m.-9:00 p.m. and Saturday June 16<sup>th</sup> 10:00 a.m.-9:00 p.m. Teardown is to be completed by 11:00 p.m. Saturday June 16<sup>th</sup>.

I understand and agree that neither South Haven Harborfest or the City of South Haven will be held responsible or liable in any way, for any loss , theft, damage, or defacement of any property displayed or used in a display of any exhibit.

I have read the rules and agree to comply with them.

Signature: \_\_\_\_\_ Date \_\_\_\_\_

Please Mail to:

South Haven Harborfest c/o craft vendor account, P.O. Box 282 South Haven, MI 49090