



Macungie Institute

510 E. Main Street ♦ Macungie, PA 18062
PHONE: (610) 966-7830 ♦ FAX: (610) 966-0573
www.macungieinstitute.com

MACUNGIE INSTITUTE SPRING ARTS AND CRAFTERS FAIR

Showcasing local artisans and crafters

SATURDAY, APRIL 29, 2023 10AM – 2PM

VENDOR REGISTRATION AGREEMENT

This agreement is made between the Vendor and Macungie Institute (hereinafter referred to as MI).

Thank you for participating in our Spring Arts & Crafters Fair. The event will be held on **Saturday, April 29, 2022** at the Macungie Institute. Registration and Setup take place from **8AM to 9:30AM**. The Fair will run from 10AM to 2PM. Please do not breakdown prior to 2PM. Vendor spaces must be reserved in advance and will not be considered reserved until **payment is received in full by April 1, 2023**. Please complete, sign and return this form to the Macungie Institute at the address above with a check made payable to The Borough of Macungie. **RAIN OR SHINE EVENT. NO REFUNDS ARE PERMITTED.**

VENDOR GUIDELINES:

- This is for local artists and crafters. Items sold must be made by sellers.
- All vendors must be checked in by 8:45AM and completely set up by 10:00AM.
- The Fair hours are 10AM to 2PM. Space must be open for business during these advertised hours. Early take downs are not permitted.
- Please follow event staff for unloading, loading and parking instructions.
- No vehicles will be permitted on the grass. Please come prepared.
- All vehicles must be moved to the assigned Vendor Parking Lot by 9:45AM.
- All vendors are required to donate an auction item for the raffle valued at \$15. Items do not need to include what you are selling and must be made at the time of check in for set up.
- Hot dogs, baked goods and drinks will be available for purchase.
- This Vendor Registration is between the MI and the vendor listed below. It is nontransferable.
- Registration is only being accepted by Darlene Misselbeck. To avoid potential scammers, only contact the MI at the number and website listed above. Vendors will receive confirmation via email.
- You may NOT reserve your spot by emailing. The Vendor Registration Agreement must be returned completely filled out, legible and with payment in full or it will be returned without holding a table.
- Positioning of the vendors will be at the discretion of the MI. We will try to honor requests.
- MI reserves the right to refuse vendor admittance.
- Vendors must occupy and stay within their own space.
- Vendors assume all risks for personal property, lost, property damage, theft and injury.
- Vendors must clean up their own space at the end of this event and dispose of their trash.
- Please be aware that PA has a 6% sales tax.
- Event will be listed on the MI Website, PA Craft/Vendor Shows, Lehigh Valley Craft/Vendor Shows, Festivalnet.com, Local Neighborhood Facebook Groups, What's Going on the in the Lehigh Valley Facebook Page, Local Community Calendars and the East Penn Press. Event flyers will be emailed to all vendors. Social Media events will be created. Please feel free to tag yourselves, share and spread the word.
- Funds raised go towards supporting community events at the Macungie Institute.

VENDOR INFORMATION: *Everything must be legible and complete to be processed.*

Business Name: _____
Contact Person: _____
Phone: _____
Email: _____
Mailing Address: _____
Description of
Items Being Sold: _____

Would you be interested in teaching a class at the Macungie Institute? YES NO

Quantity	Description	Total Cost
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OUTDOOR VENDORS - \$30 per space

_____ We will be offering a total of 40 12'x12' spaces. Vendors are responsible for bringing their own tables, chairs and tents no larger than 10'x10'. Vendors must remain inside their 12'x12' space.

\$ _____

INDOOR VENDORS – AUDITORIUM \$30 per space

_____ We will be offering 10 (ten) 8' tables with 2 chairs



INDOOR VENDORS – CLASSROOM \$20.00 per space

_____ We will be offering 10 (ten) 6" tables with 2 chairs

\$ _____

INDOOR VENDORS – CONFERENCE ROOM \$15.00 per space

_____ We will be offering 6 (six) 8' spaces – vendor to provide table and chairs

\$ _____

INDOOR ELECTRICAL HOOK UPS - \$5.00 each

_____ A limited number of INDOOR electrical hook ups will be available

\$ _____

Total Amount Paid: \$ _____

Check Number: _____

Registration is not complete without payment. Spaces will be assigned in the order in which registrations are received. If your selection is unavailable, you will be assigned to the next available space. Notifications will be sent via email.

By signing this form, you agree that you accept the terms and conditions of this registration agreement.

Signature: _____

Date: _____

Checks Payable to: Borough of Macungie

Mail to: Darlene Misselbeck
Macungie Institute
510 E. Main Street
Macungie, PA 18062