



# Lake Latonka Fall Festival

[www.lakelatonkafallfestival.com](http://www.lakelatonkafallfestival.com)

## Vendor Guidelines & General Information

Free Parking - Free Admission

Saturday, September 7, 2019  
9 AM to 4 PM

1	<b>Vendors</b>	Must furnish their own display equipment, tents, tables, chairs, and monies for making change. Demonstrations are encouraged.	With your consent, vendor contact information (e-mail/website) will appear on our website <b>FREE of charge for approximately 10 months!</b>						
2	<b>Fees and Space Size</b>	<table border="1"> <tr> <td>Inside</td> <td>\$70.00 plus donation to the Vendor Chinese Auction</td> <td>8' x 8' except as noted on festival map, you bring extension cords</td> </tr> <tr> <td>Outside</td> <td>\$50.00 plus donation to the Vendor Chinese Auction</td> <td>12' x 12' <b>No electricity available outside</b></td> </tr> </table>	Inside	\$70.00 plus donation to the Vendor Chinese Auction	8' x 8' except as noted on festival map, you bring extension cords	Outside	\$50.00 plus donation to the Vendor Chinese Auction	12' x 12' <b>No electricity available outside</b>	Length/width of your display is not to exceed the designated boundaries of your booth space.
Inside	\$70.00 plus donation to the Vendor Chinese Auction	8' x 8' except as noted on festival map, you bring extension cords							
Outside	\$50.00 plus donation to the Vendor Chinese Auction	12' x 12' <b>No electricity available outside</b>							
3	<b>DEADLINE</b>	<b>Application must be postmarked by July 31<sup>st</sup>. If postmarked between Aug 1 through Aug 31, There will be a \$30 late fee. No applications accepted after Sep 1<sup>st</sup>!!</b>							
4	<b>Space Location</b>	You will be notified of your exhibit location approximately 2 weeks prior to the Festival date, unless there is a conflict accommodating your request. <b>The 2018 vendors will be able to get their same spaces if registered by February 28, 2019. No exceptions.</b>							
5	<b>Applications</b>	Applications will be accepted on a first-come, first-served basis. <b>Direct sales vendors may be limited to one vendor per company. Businesses selling similar products may be limited to two vendors per product type.</b> Acceptance of fair exhibitors, materials & products is at the sole discretion of the Lake Latonka Fall Festival Committee. <b>Please state specific description of exhibit booth merchandise to be sold, and include a picture of item(s).</b>							
6	<b>Set-up times</b>	<b>Friday: 4 - 7:30 pm</b> - Lake Latonka and sponsoring clubs are not responsible for any exhibit booth structure or items left in your exhibit booth overnight. Please call if you need a better time for set up. <b>Saturday morning: 7 - 8:30 am</b> Please do not drive in the foot-traffic area. You will be permitted to park near your space while unloading/loading only. Vehicles must be moved to the parking lot by 8:30 a.m. for safety reasons.							
7	<b>Not Permitted</b>	Distribution of empty balloons, squirt guns, snap caps or cap guns is not permitted. These items have been known to create safety and maintenance problems for others. <b>Food sales are not permitted without written consent from the LLFF Chairperson (see below).</b> Raffle tickets can be sold <b>inside</b> your booth only. Individuals from your booth are <b>not</b> permitted to roam the grounds to pass out information or items.							
8	<b>Vendor Chinese Auction</b>	Every Vendor must donate an item(s) for the Chinese Auction. Bring your donated item at the vendor check in table when you check in.							
9	<b>Information Booth</b>	Announcements from the Information Booth will be limited to public service information, emergency use, and the Fall Festival raffle. Please post your advertising and winners at your own booth.							
10	<b>Housekeeping</b>	Please keep your booth area neat and clean. Bag your garbage in your own garbage bags and deposit it in the receptacles provided. We do not recycle.							
11	<b>Hours</b>	The festival will officially open for activities at 9 AM and end at 4 PM. <b>Do not pack up your booth before 4 PM. If packed up before 4, the vendor will not be asked to return. For safety reasons, no vehicles will be allowed in any foot-traffic areas until 4:30.</b>							
12	<b>Food</b>	We are in the process of changing our food sales system, we will have more info at a later date.							
13	<b>Refund Policy</b>	Registration fees will not be refunded. No refunds due to weather-related issues.							
14	<b>Vendor Check- In</b>	When you arrive, Bring your Chinese Auction item(s) to the vendor check-in table.							
15	<b>Release</b>	Vendors release sponsor from any/all injury, liability, loss or damage that may occur to property or self while on the premises. Your signature on the waiver is an agreement to this statement.							
16	<b>Directions &amp; Address</b>	<p>From Mercer: Take Rt. 62 North approx 6 miles; turn left on North Cottage Road (by State Police)</p> <p>From I-79 - Exit 121, Rt. 62 South towards Mercer, travel approx ½ mile, turn right on North Cottage</p>	<p>Travel ½ mile on North Cottage Road. Latonka entrance is on left. Follow signs to festival.</p> <p><b>Barn Address:</b> 201 Kutenai Trail <b>Community Room:</b> 420 Latonka Drive, Mercer, Pa, 16137</p>						

For more information -- contact Angela Scott, Vendor Relations Chairperson

Email: [lakelatonkafallfestival@zoominternet.net](mailto:lakelatonkafallfestival@zoominternet.net); Phone: (330) 509-1173

Revised 1/10/2019