



# Lake Latonka Fall Festival

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

## Vendor Guidelines & General Information

Free Parking - Free Admission

Saturday, September 12, 2020  
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>	Inside	\$70.00 plus donation to the Vendor Chinese Auction	8' x 8' except as noted on festival map, you bring extension cords	Length/width of your display is not to exceed the designated boundaries of your booth space.
		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>th</sup>. If postmarked between Aug 1 through Aug 24<sup>th</sup>, There will be a \$30 late fee. No applications accepted after August 24. No Exceptions</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 March 31, 2020. 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 provide representative photo and 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> <b>Check in at Vendor Check-in and hand in Chinese Auction item BEFORE setup. 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.</b>			
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. <b>You must take your large trash with you. We are not equipped to dispose of large amounts of vendor trash, especially cardboard boxes. Please plan ahead.</b>			
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>	Food vendors are located throughout the festival. Lines may be long, so please plan ahead of pack lunch			
13	<b>Refund Policy</b>	Registration fees will not be refunded. No refunds due to weather-related issues.			
14	<b>Vendor Check- In</b>	<b>When you arrive, Check in first, and bring your Chinese Auction item(s) to the vendor check-in table.</b>			
15	<b>Release (Waiver Form)</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>	From Mercer: Take Rt. 62 North approx 6 miles;	→	Travel ½ mile on North Cottage Road. Latonka entrance is on left.	<b>Barn Address:</b> 201 Kutenai Trail <b>Community Room:</b> 420 Latonka Drive, Mercer, Pa, 16137
		From I-79 - Exit 121, Rt. 62 South towards Mercer, travel approx ½ mile, turn right on North Cottage	→	Follow signs to festival.	

For more information -- contact Vendor Relations Chairperson

Email: [lakelatonkafallfestival@hotmail.com](mailto:lakelatonkafallfestival@hotmail.com) Phone: (724) 605-5333

Revised 1/10/2019