

2017 St. Johns Mint Festival
NON-PROFIT ORGANIZATION OR GROUP APPLICATION
Festival Dates: August 11-13, 2017

ORGANIZATION NAME _____
CONTACT PERSON _____ PHONE _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____
Email Address of Contact Person _____

I would like to reserve ____ booth(s) (each at least 10' wide X 10' deep, with some up to 15' wide, depending on trees, etc.)

Clinton County Chamber of Commerce Member:

____ booth(s) @ \$65 each (if received by March 1, 2017) \$ _____
____ booth(s) @ \$75 each (if received after March 1, 2017) \$ _____

Non-Chamber Member:

____ booth(s) @ \$95 each (if received by March 1, 2017) \$ _____
____ booth(s) @ \$105 (if received after March 1, 2017) \$ _____

Camping:

Self Contained RV Camping (no other vehicles) west of vendor parking – limited availability
(no dumping of water and/or waste, no tents, no water & electric hookups available) \$15 each \$ _____

TOTAL AMOUNT ENCLOSED (payable to St. Johns Mint Festival) OR CHARGED \$ _____

| | |
|---|--|
| ____ I authorize you to charge \$ _____ to my following credit card for my Mint Festival booth: | |
| ____ American Express | ____ Discover ____ MasterCard ____ Visa |
| Card # _____ | Exp Date _____ 3 Digit SIC # (from back of card) _____ |
| Name as it appears on the card _____ | |
| Billing Address _____ | |
| Signature _____ | Date _____ |

Description of Display: Please give a description of your display, items you will be selling and any drawings/raffles or other fundraising you will be doing from your booth.

Raffle: Will you be doing a raffle at your booth? ____ Yes ____ No. If yes, how much are the tickets and what will you be giving away?

Indicate the date the winner will be drawn _____

Application will not be considered complete unless the back side is completed and signed.

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Animals: No dogs or other animals are allowed on the festival grounds. Also animals cannot be left in vehicles in vendor parking throughout the day. The only exception is if you need a leader dog. If that is the case, please provide the following information:

Breed _____ & License Tag # _____

Parking Information (required information for all vehicles that will be parked in vendor parking lot:

VEHICLE (year & make) _____ LICENSE PLATE # _____

**Application
Checklist**

A yes or no must be checked on each of the following questions:

Have you read, agreed to the release & signed this application? Yes _____ No _____

Have you included your booth rental fee? Yes _____ No _____

**Location
Preference**

Were you a 2016 participant? Yes _____ No _____

Do you wish to have the same booth space? Yes _____ No _____
(To receive space preferences-Applications must be received by March 1, 2017.)

If you were a 2016 vendor and would like in another area, where would you like to be located? _____

ACCEPTANCE OF RULES AND GENERAL RELEASE:

By signing this application I attest that all the information I have provided is true and accurate. By signing this application I agree not to hold the St. Johns Mint Festival, Clinton County Chamber of Commerce, the City of St. Johns, Clinton County, St. Johns Public Schools, any sponsors, workers or volunteers responsible for any damage or theft which might occur to any of my personal property, my booth and/or sales items during my participation in this festival. I accept responsibility for all individuals working in my booth space. I also agree to assume all risk associated with participating in this show, including but not limited to falls in my booth or the effects of weather.

I agree that if the Mint Festival Committee finds any of the items I am selling to be in bad taste they will be removed immediately. I understand the show hours are incorporated around family activities including children.

I understand that if I cancel my participation in the craft show of the festival after my check has been cashed, but before an official confirmation has been mailed, a \$25 processing fee will be maintained by the festival. I understand that if I cancel my participation in the craft show of the festival after my check has been cashed and an official confirmation has already been mailed, the entire fee is non-refundable.

Signature _____

Date _____

Print Name _____

Please mail your application with appropriate fee, insurance certificate or additional \$50 to:

St. Johns Mint Festival

PO Box 61, St Johns MI 48879

Phone: 989-224-7248 / Fax: 989-224-7667

Email: ccchamber@4wbi.net / Website: <http://www.clintoncounty-chamber.org/mint>

2017 ST JOHNS MINT FESTIVAL
NON-PROFIT APPLICATION INFORMATION, RULES & REGULATIONS
Please keep these rules & regulations and bring them with you to the festival

| | <u>Set-Up Times:</u> | <u>Festival Hours</u> |
|----------------------|----------------------|-------------------------|
| Friday, August 11: | 9:00 am - 1:30 pm | 2:00 pm-8:00 pm |
| Saturday, August 12: | 8:00 am – 9:30 am | 10:00 am-7:00 pm |
| Sunday, August 13: | 8:00 am – 9:30 am | 10:00 am-5:00 pm |

Booth Fees: \$65 (Chamber members)/\$95 (non-member) if registered by March 1, 2017 or \$75 (Chamber members)/\$105(non-members) if registered after March 1, 2017. Vendors are required to have liability insurance with at least \$25,000 coverage (please provide certificate of insurance). If you do not have insurance you may purchase it for the weekend through the festival for \$50. Make checks payable to "St. Johns Mint Festival".

Set Up: Fri, Aug 11 from 9:00 am – 1:30 pm. Due to the limited space in some areas, please unload your canopy & wares, park your vehicle in vendor parking and then set up your booth. On Friday no vehicles will be allowed in the vendor area after 1:30 pm. If you arrive after 1:30 pm you must proceed directly to vendor parking and get your items to your booth from the parking area. Sat, Aug 12 from 8:00 – 9:30 am and Sun, Aug 13 from 8:00 – 9:30 am.

Booth Space: At least 10' wide X 10' deep – most are 15' wide. When applying for a booth, please consider the size of your canopy. If your canopy has rope extensions, the extensions must be within the booth space. There are approximately 25 spaces available to non-profit organizations. Some of the spaces are on grass, others are in a tree lined area with dirt ground covering. If you have special requirements, please note those on the application.

Responsibilities: Vendors are responsible for supplying as well as setting up and taking down their own displays, tents, booth signage, tables and chairs. Vendors are expected to keep their booth area clean at all times and dispose of trash & cardboard in the appropriate receptacles provided. Vendors are expected to remain open for business until closing on all three days. Early teardown and departure will not be tolerated and you will not be asked to participate in future Festivals.

Vendors must stay within the confines of their booth – you are unable to walk around the parking selling your wares and you are unable to stop people in the walkways distributing information (this is disruptive to many of our festival attendees). Since we realize many non-profits have several shifts of volunteers manning the booth throughout the weekend, please make sure this and all the information contained in these rules & regulations are passed along to all of your volunteers.

Non-Profit vendors are not allowed to sell or give away beverages from your booth – we have specific vendors selling food and beverages to the festival attendees. If you are found to be selling or giving away unapproved items from your booth, you will be asked to remove them. If sales continue of unapproved items, you will be asked to leave the show. The Mint Festival is a non-alcohol event.

Electricity: There is no electricity available in the Non-Profit area of the park. If you require electricity you may bring a Whisper Quiet generator. In consideration of your neighboring vendors and our shoppers, no other generators will be allowed – no exceptions. Gas cans must not be visible to shoppers.

Parking:

Each booth will be provided with one parking pass. When you register on Friday, August 11 at the park you must have the pass hanging from your rear view mirror, and it must remain there all weekend. All vehicles must park in the vendor parking. Golf cart shuttles will be available to get you to your booth from vendor parking during vendor set up and then back to your vehicle at the end of the day. During the day, instead of shuttling vendors, the golf carts will be concentrating on transporting senior citizen and handicap customers to and from their vehicles.

Activities:

There are food booths and family activities all weekend long within the park & county fairgrounds. At registration you will be provided with a festival guide that will list all the events, what food vendors have and where everything is located.

Animals:

You are not allowed to bring a dog or other animal with you on festival grounds. Also, you cannot bring an animal and leave it in your vehicle in vendor parking during the day. This rule also applies to festival attendees for everyone's safety.

Overnight Camping

A limited number of spaces are available for self-contained RV's (not cars, vans, trucks, tents, etc) west of the Sledding Hill where all vendor vehicles park. There will be no water or electrical hookups and vendors are restricted from building fires and dumping water and/or waste. Advance registration for this opportunity is required. The cost for this opportunity is \$15.

Publicity:

Advertisement of the Mint Festival begins in Jan 2017 and continues until the festival. We utilize paid newspaper advertisement (over 10 newspapers), 110,000 inserts, radio and TV spots. We are listed in the Michigan Festivals & Events Guide and are listed on over 15 festival and craft show websites. We hang up 250 posters, distribute over 9,000 festival brochures throughout the state, print over 33,000 festival programs that are included in area newspapers the week before the festival and have advertising on over 50,000 placemats. If you would like flyers to distribute at other shows, please call 989-224-7248 and we will mail them out immediately.

Mail your Application

Mail your application, check or money order to:
St. Johns Mint Festival, PO Box 61, St. Johns MI 48879

Due Date:

If you are a return vendor, applications must be post marked by March 1, 2017 to ensure your same space back. All applications post marked after March 1, 2017 are assigned a space on a first come, first served basis until the booths are filled. If the committee does not accept your application your check will be returned to you. You will know your application has been accepted when your check is cashed. An official confirmation will be mailed to you.

The Festival Committee reserves the right to reject any application, at the time of receipt and at the show, based on the information provided, the products actually brought to be sold/displayed or other circumstances. If you cancel your participation in the show before an official confirmation is mailed, you will receive a refund, minus a \$25 processing fee. If you cancel your participation in the show after an official confirmation is mailed, no refund will be given.

By submitting a Non-Profit Vendor Application to the St. Johns Mint Festival, you accept all rules and regulations stated in this document, and are responsible for upholding these rules and regulations at set-up, during the show hours and through tear down.