# 2019 COVENANTER SCOTTISH FESTIVAL

# VENDOR APPLICATION

**EVENT DETAILS Location: The grounds of the Middle Octorara Presbyterian Church and the Octorara Covenanter Presbyterian Church 1199 Valley Rd. (Route 372), Quarryville, PA 17566**

**Date: Saturday, September 7, 2019 from 9:00 am to 5:00 pm**

**More information is available here**: https://www.facebook.com/events/776084086082635/

**APPLICATION DEADLINE**

August 29, 2019 – NO EXCEPTIONS

**Please advise Donna McCool of estimated arrival/move-in time.**

UPON ARRIVAL –

    **FIRST** -Check-in at the **Information Tent** located near the entrance to the festival.

    **At Information Tent**, you will be provided with all admission tickets.  For each 15' x 15' exhibit space, **you will receive: Two (2) admission tickets ($15.00 value each).**

    If you purchase a space larger than 15' x 15', you will be issued one extra admission ticket.

    **YOU** are responsible for **ALL** transportation and movement of merchandise TO and FROM vehicle to vendor site. **CARTS and ADDITIONAL ON SITE ASSISTANCE WILL NOT BE GUARANTEED**

We guarantee that the proceeds from the festival directly support the mission of the Octorara Covenanter Presbyterian Foundation. We are seeking support from you, our attendees, participants, volunteers, vendors and sponsors to ensure that the festival will continue to be showcase for Scottish heritage, arts and culture and to support the upkeep and renovations to the historic church and school building.

## <u>Vendor Code of Conduct</u>

I agree to maintain a high level of professionalism while representing your company in the Festival.  As a potential vendor, I promise to conduct business in a way that is respectful to the other merchants in attendance. I will not behave in a way that can be perceived as harmful or detrimental to any other vendors or the attendees of the festival.

**At the Covenanter Scottish Festival we:**

- Work together to create a supportive, inclusive, and encouraging event and environment.
- Share the load and provide encouragement to colleagues and volunteers by treating each other with courtesy, sensitivity, tact, consideration, and respect.
- Promote healthy and safe work practices by recognizing that common sense is fundamental to safety;
- Exercise self-control in managing stress, anger, and attitude.

**Please keep in mind that the Covenanter Scottish Festival is a volunteer driven event and Foundation.**

**CONTACT INFORMATION**

**Business Name:** _____

**Contact:**_____

**Business Address:**_____

**City/State/Zip:**_____

**Business Phone:**_____

**Cell Phone:** _____

**Email**:_____

**Merchandise available:**_____

*Please include email so we can send additional communication to you electronically.

**EXHIBIT SPACE & EQUIPMENT RENTAL**

15' x 15' exhibit space (2 tickets – Tent NOT included) $60.00 $_____    Electricity—Yes or No---circle one

25' x 25' exhibit space (3 tickets – Tent NOT included) $100.00 $_____    Electricity—Yes or No---circle one

8' tables at $10.00 $_____ Chairs Qty____ at $3.75 each **$_____ TOTAL**$_____

**EXHIBIT SPACE, TABLE AND CHAIR RENTAL MUST BE PRE-ORDERED.**

Additional tables/chairs will **NOT** be available at the festival. If you select electric, we supply 1 SO cord to the back of your booth. Concessionaires must supply heavy-duty grounded extension cord to plug into SO cord.

**Please bring your own tents.**

<u>**PAYMENT**</u> *(Sorry, NO refunds provided for any reason)*

☐ **CHECK** enclosed made payable to the **Octorara Covenanter Presbyterian Foundation**

**SUBMIT APPLICATION VIA MAIL:**

**Octorara Covenanter Presbyterian Foundation, PO Box 187, Cochranville, Pa. 19330-0187**

**We thank you for your support and dedication to the Society! Questions? Please contact Donna McCool, Vendor Chair, at** dwmccool@gmail.com **or 610 593-6989.**

*I have read and understand the rules and regulations listed on this form and wish to be entered in the events listed above. I hereby, for myself, my heirs, and executors assign, waive and release any and all rights and claims I may have for damages against Octorara Covenanter Presbyterian Foundations, their agents or representatives for any injuries which may be suffered by me attending, participating in or traveling to or from the Covenanter Scottish Festival.*

**Vendor Name:** _____

**Vendor Signature:** _____