**HAVRE FESTIVAL DAYS ANNUAL**

**ARTS, CRAFT, & COMMERCIAL PRODUCT SHOW**

Havre Area Chamber of Commerce 406-265-4383

PO Box 308 / 130 5th Ave - Havre, MT 59501

**The vendor show has two options for setup**

* **Holiday Village Mall - indoor** (1753 US HWY 2) 9/17/22 10am-5pm

Setup 8:30am-10am

* **Downtown Havre** - **outdoor** (3rd Ave between 1st and 2nd St) 9/17/22 8am-3pm

Setup 6:30am-8am

* **Food Trucks – downtown**

May serve between 8am – 9pm (specify hours you will serve on registration form)

**Booth Size is 10’x10’ & cost is $30**

Registration is a commitment to have booth(s) set up and manned at all times throughout the event

* Mall $30.00
* Downtown $30.00
* Food Trucks Downtown $30.00

**Booth Set Up**

* **All vendors are responsible to provide their own tables, chairs, canopies, and anything else needed for your display**
* Canopies are allowed at mall (limited) with prior authorization – please note on registration form
* Due to fire regulations, please stay within your allotted space and do not use aisle areas or block doorways
* No smoking in booth, display area, or buildings
* Pets are not allowed
* Exhibitors are responsible for keeping their spaces clean, and disposing of trash in the appropriate receptacles
* Do not tear down your booth until 5pm (Mall), 3pm (Downtown). This is not good for the customers or other vendors
* No electricity available downtown, vendors must provide your own electricity, no outlets available
* Electricity is available at the mall, must provide your own extension cords

**Parking**

* No vehicles are allowed inside the mall building for unloading or loading
* Please remove vehicles immediately after unloading to allow other crafters easy access to unload. Vehicles must be out of loading area and booths filled by 10am so customers have access to crafts
* Mall vendor parking is in the rear of the mall or in away from the main entrance to the mall in the east ½ of the parking Downtown vendor vehicles must be removed by 7:45am
* Vendors may park anywhere public parking is available

**Deadlines**

* All entries must be postmarked by September 9, 2022
* Booth assignments are on a first come, first serve basis. Booth location requests will be taken into consideration but not guaranteed. This show sells out fast, register early!
* First Come First Serve for Fountain Spaces at the mall - 8 Spaces Available
* Confirmation will be emailed once payment is received
* We will allow one vendor from each home-based company at each location. This allows more people to participate and spread vendors out around town.
* Crafters and Vendors may not sell or lease their space to anyone without permission by the Havre Area Chamber

**Havre Festival Days Vendor Registration**

September 17, 2022

**Booth Location**

**[ ] Holiday Village Mall**

**[ ] Downtown**

**[ ] Food Truck Downtown**

**Name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**City** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **State** \_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Zip** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Phone #**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Email**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Type of Craft/Product**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Booth Space (limit 2)**\_\_\_\_\_\_

**Show Registration**

Arts & Crafts\_\_\_\_\_ Vendor/Commercial Products\_\_\_\_\_ Food Truck\_\_\_\_\_ Food Truck Hours\_\_\_\_\_\_\_\_\_\_

Electricity Needed (mall only, bring your own extension cord)\_\_\_\_\_ Canopy\_\_\_\_\_

**Liability**: “I agree to indemnify, defend, waive, release and hold the Havre Holiday Village Mall, Havre Area Chamber of Commerce, its Staff and Board of Directors and its Agents, harmless from any and all liability, claims and causes of action for injuries to person or property arising out of or related to this festival, specifically including, without limitation, injury of damage to booth and contents, merchandise, employees, contractors, guests, customers, invitees, all other third parties and any result from the use of any product purchased at the Arts & Crafts/Commercial Products Show.”

**Mail Check & Registration to:**

**Havre Area Chamber of Commerce**

**P.O. Box 308**

**Havre, MT 59501**

**Booth fee is non-refundable (no exceptions)**

**VENDOR INITIALS \_\_\_\_\_\_\_\_\_\_**

**I agree to the guidelines and policies by signing this registration**.

I have been furnished with a copy of the rules of the Festival Days Arts & Crafts/Product Show. I understand that by violating these rules, I may be ineligible for re-admission to future shows.

**Signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* **Do not write below this line, official Use Only -**

Date received\_\_\_\_\_\_\_\_\_\_

Amount received\_\_\_\_\_\_\_\_\_\_

Downtown\_\_\_\_\_

Mall\_\_\_\_\_

Food Truck\_\_\_\_\_