

23rd Annual



A Berea Chamber of Commerce Event

March 14, 2019

Greetings:

As you can see from the enclosed exhibitor registration form and information sheet, plans are underway for the 23rd Annual Spoonbread Festival, scheduled for September 20-22, 2019. As the Chamber's Signature Event, the Spoonbread Festival has developed a regional reputation for FREE family fun and entertainment.

Our exhibitors are of course an integral part of the festival! Therefore, our planning committee is pleased to invite you to participate as an exhibitor in 2019, where you can showcase your products and services to the festival's 60,000+ visitors. Needless to say, we certainly appreciated the loyal support of our exhibitors last year during inclement weather as we tried to make the best of a rainy fall weekend, our most severe since 2004.

Participation in the Spoonbread Festival has grown exponentially over the last decade producing some very rewarding growing pains for our festival planning committee. This growth is the result of our team of dedicated volunteers providing quality customer service, an effective marketing plan, combined with the normally beautiful fall weather for the annual Spoonbread Festival. During this time, the costs associated with conducting the event have escalated. Consequently, we have increased our booth rental fees (\$30.00 per exhibitor) for the first time in over a decade, due to the increased costs of running one of the fastest growing festivals in Kentucky.

To fully capitalize on the marketing of the festival, we need you to complete and promptly return the enclosed Exhibitor Registration Form to insure that your business is included in our printed Festival Guide. After August 1, you will pay a \$75.00 late fee and need to call (859) 986-9760 to check on the availability of booth space and registration details.

Feel free to pass along copies of the exhibitor registration forms to business associates, who could benefit from their participation in the 2019 Spoonbread Festival. The forms are also available on-line at www.spoonbreadfestival.com. Again, do not hesitate to call if you have questions or would like to pass along suggestions to our planning committees.

Sincerely,

David Rowlette

David Rowlette, Executive Director
Berea Chamber of Commerce



2019 Spoonbread Festival Exhibitor Registration Form

Crafts: Handmade or hand assembled items
Information: Businesses & non profit organizations (no selling of items)
Commercial: Businesses with a storefront / party companies selling products or services; wholesale / re-sale of manufactured items

Vendor Category	Size of Booth Space Needed	Registering Before Aug.1, 2019	Registering After Aug.1, 2019	If You Need Electricity Add \$25.00	Indicate Total Amperage Required:	Total Amount Due
Craft Vendors	Single Space	\$130.00	\$205.00		110 or 220	
Craft Vendors	Double Space	\$220.00	\$295.00		110 or 220	
Information Vendors	Single Space	\$130.00	\$205.00		110 or 220	
Information Vendors	Double Space	\$220.00	\$295.00		110 or 220	
Commercial Vendors	Single Space	\$205.00	\$280.00		110 or 220	
Commercial Vendors	Double Space	\$355.00	\$430.00		110 or 220	
Commercial Vendors	Triple Space	\$505.00	\$580.00		110 or 220	
Chamber Member Discount No discount after Aug.1, 2019		Single: -\$25.00 Double: -\$50.00		→		
Total Booth Rental Fee						

Please provide a brief description of your products (attach separate sheet of paper if necessary.)
 New Vendors must provide a minimum of 3 photos of products and 2 of booth setup.

MUST BE COMPLETED BY ALL VENDORS

Office Use Only

Booth # _____

Electric: _____

Type of Booth:
 Craft
 Information
 Commercial

Description: _____

Requested Same Booth _____

Date Received: _____

Selection Committee Approval: YES
 NO

Check Number: _____

Amount Paid: _____

Booth rental fee is non-refundable, unless booth application is denied.

Booth spaces are 12' x 12'.

Any area used beyond the 12' x 12' space will result in an additional fee.

Please return completed application, product & booth photos (new exhibitors only), amperage requirements and a check made payable to:

Spoonbread Festival
 Berea Chamber of Commerce
 Peoples Bank Annex
 424 B Chestnut St
 Berea, KY 40403
 Phone: (859) 986-9760
 Fax: (859) 986-2501
 chamber@bereachamber.com



Business Name:		
Owner / Contact Person:		
Street / Mailing Address:		
City:	State:	Zip:
Phone Number:		Cell Phone:
Email Address:		
Website:		
<p>Registration & Liability: I understand that the Berea Chamber of Commerce, the Spoonbread Festival, the City of Berea and any person acting on their behalf will not be held responsible for any loss, damage or personal injury of any kind. I also understand that all tax and legal responsibility is that of the seller. Consequently, I am responsible for filing my own sales tax forms.</p> <p>The Spoonbread Festival is a family friendly event. Consequently, exhibitors are discouraged from the display or sell of items that may offend our festival attendees. Vendors with non-conforming items (illegal items; products or services that are suggestive, indecent or risqué in nature; or perceived as offensive by festival attendees based on their culture and heritage will be asked to remove them from their booth, or in the extreme, may be asked to leave the grounds if most items are in violation.</p> <p>The sale, display and giving away of the confederate battle flag or merchandise bearing the image of the confederate battle flag is prohibited, with limited historical exceptions, at the Spoonbread Festival, pursuant to Executive Order of the City of Berea. An exhibitor who violates this prohibition will not be permitted to participate in festival events in the future. For more information concerning this policy, please visit Executive Orders listed under the City of Berea's website at www.bereaky.gov.</p>		
I have read the rules and regulations and agree to comply with those provisions, as witnessed by my signature:		
Signature:	Date:	



Vendor / Exhibitor General Information

Our festival vendors/exhibitors are comprised of four distinct groups: handmade craft vendors, informational booths, commercial vendors and food vendors as defined below:

- **Handmade Craft Exhibitors:** In keeping with Berea's reputation for quality crafts, our craft exhibitors must display and sell only hand-made arts and crafts. **Absolutely, no flea market items or items purchased from catalog companies are acceptable in our dedicated crafts area. Additionally, craft vendors are not permitted to sell or give away food or drinks.** New craft exhibitors are required to submit a minimum of 3 photos of their products along with at least 2 photos of their booth with this application. Returning exhibitors, who have photos on file, are not required to send additional photos unless they have added new products.
- **Informational Booths:** Open to businesses and non-profit organizations who wish to promote their products and/or services to Spoonbread Festival attendees. **While promotional items are permitted and encouraged, information booths will not be permitted to sell products and/or services nor give away food or drinks.**
- **Commercial Vendors:** Retailers of various commercial products, including flea market items (t-shirts, sunglasses, hats, clothes, jewelry, toys, etc.) as well as home based businesses / party companies make up this part of our exhibitor area. **Commercial vendors are not permitted to sell or give away food or drinks.** Each exhibitor will be required to submit a list of his/her products to be sold, along with at least 2 photos of their booth with this application.
- **Food Vendors:** **Our food vendors are by invitation only and require a separate application. Call (859) 986-9760 for more information.**

Festival Location: Memorial Park, 212 Jefferson Street, Berea, KY 40403

Festival Hours of Operation: Friday, Sept. 20th: 2:00 p.m. – 8:00 p.m.; Saturday, Sept. 21st: 10:00 a.m. – 8:00 p.m.; Sunday, Sept. 22nd: 12:00 p.m. – 5:00 p.m. **Booths are required to remain open based on these times!**

Exhibitor Check-In: All booth spaces will be assigned in early September and will be included in the information packet that exhibitors receive when checking in at the Exhibitor Check-in Tent during our set-up times. Unfortunately, we are unable to guarantee a particular booth space, as the festival grows.

Set Up Times: Thursday, Sept. 19th 5:00 – 7:00 p.m. (Must be pre-approved) or Friday, Sept. 20th 9:00 a.m. - 1:00 p.m.

Breakdown Times: Sunday, September 22nd 5:00 p.m. – 7:00 p.m.

Booth Inspection: Friday, September 20th between 1:00 and 2:30 p.m. Prior to opening the festival, our booth review committee will visit each vendor's booth for final inspection. The Spoonbread Festival is a family friendly event. Consequently, exhibitors are discouraged from the display or sale of items that may offend our festival attendees. Vendors with non-conforming items (illegal items; products or services that are suggestive, indecent or risqué in nature; or perceived as offensive by festival attendees based on their culture and heritage) will be asked to remove them from their booth, or in the extreme, may be asked to leave the grounds if most items are in violation.

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Parking: A parking pass will be included in each Exhibitor's Information Packet allowing you to park FREE in the designated lot throughout the Spoonbread Festival. All vehicles must be off the festival grounds and parked in the exhibitor parking area by 1:00 p.m. on Friday, September 20th. **Note: exhibitors arriving after 1:00 p.m. will not be permitted to set up.**

Security: Limited festival security is provided. However, all exhibitors who leave items in their booth, do so at their own risk. The BCOG, the Spoonbread Festival & the City of Berea are not responsible for any lost, stolen or damaged items.

Clean Up: All vendors are responsible for clean up of their booth space throughout the festival. **Exhibitors who fail to clean up their booth area will be assessed a \$50.00 fee and will not be invited to future festivals.**

Electricity: Extremely very limited (see registration form for details). **Exhibitors are encouraged to use LED lighting in their booth, where electricity was requested.**

Application: For a copy of the application form, call (859) 986-9760 or visit: <http://www.spoonbreadfestival.com>

Pre-registration Application Deadline: August 1, 2019 to be included in our Festival Guide.

Late Registration: After August 1st, a \$75.00 late fee will be added to booth rental fees. Please call (859) 986-9760 for booth availability and registration details.

For more information: Call (859) 986-9760 or email: chamber@bereachamber.com