

ARTS & CRAFTS FESTIVAL OF THE LEHIGH VALLEY

RULES AND REGULATIONS

Eligibility / Application Requirements:

- All items in the Arts & Crafts Festival of the Lehigh Valley are to be original works, handcrafted in the USA by the vendor filling out the application. No partially finished or manufactured items will be accepted.
- Three (3) close-up photos of your merchandise and at least one (1) of your display are required with your application. Photos may be sent with this application or may be e-mailed to Jaime Petrow, Sales Manager at jpetrow@bmg1.com. Photos will not be returned and may be used in event promotion. Past Exhibitors do not need to send photos if the merchandise will be the same as previously displayed.
- If your application can not be accepted, you will be notified and all deposits will be returned.
- At registration, all exhibitors will be required to submit one handcrafted item with a value of at least \$20 to be used for door prize drawings.
- BMG Events reserves the right to remove/expel the above applicant without refund.

Booth / Craft Set-up:

- All tables must be draped to the floor, on the front and sides with wrinkle-free, 'in new condition' table coverings for a professional look. Displays should be appealing to the eye— elements of elevation are a necessity! Flat table top displays will not be allowed.
- Displays, materials, and stored items must stay contained within your booth and may not block aisles.
- All items displayed in the booth must be clearly marked with a price.
- Booths must be staffed at all times.

Licensing / Taxes:

- All vendors need to be licensed to do business in the State of Pennsylvania and have a tax ID number. Call 717.787.1064 for info on obtaining a tax ID, or register *for free* online at www.pa100.state.pa.us
- All vendors must obtain a South Whitehall Township business privilege license. A SWT form will be sent in your exhibitor kit.
- Business owners are responsible for collecting and reporting of taxes.

Miscellaneous:

- Exhibitors must wear their provided exhibitor badge at all times. Lost badges will be replaced for a \$5.00 fee.
- Businesses may share a booth for a \$200 fee. Booth space may not be sold, leased or given to another vendor without prior written consent by the promoter, BMG Events.
- Bring plenty of small bills and change.
- **Displays must stay assembled and product must be available until the end of the show. NO PACKING UP EARLY! Vendors who pack up early will be ineligible for all future Ballantine Productions.**

Decorating & service order forms, move-in instructions, directions, and other pertinent info will be sent to you after your application is processed. Questions can be directed to your BMG Sales contact listed on the enclosed application page. These rules & regulations, and show information can be obtained from our website, www.bmgevents.com