

Rules & Regulations



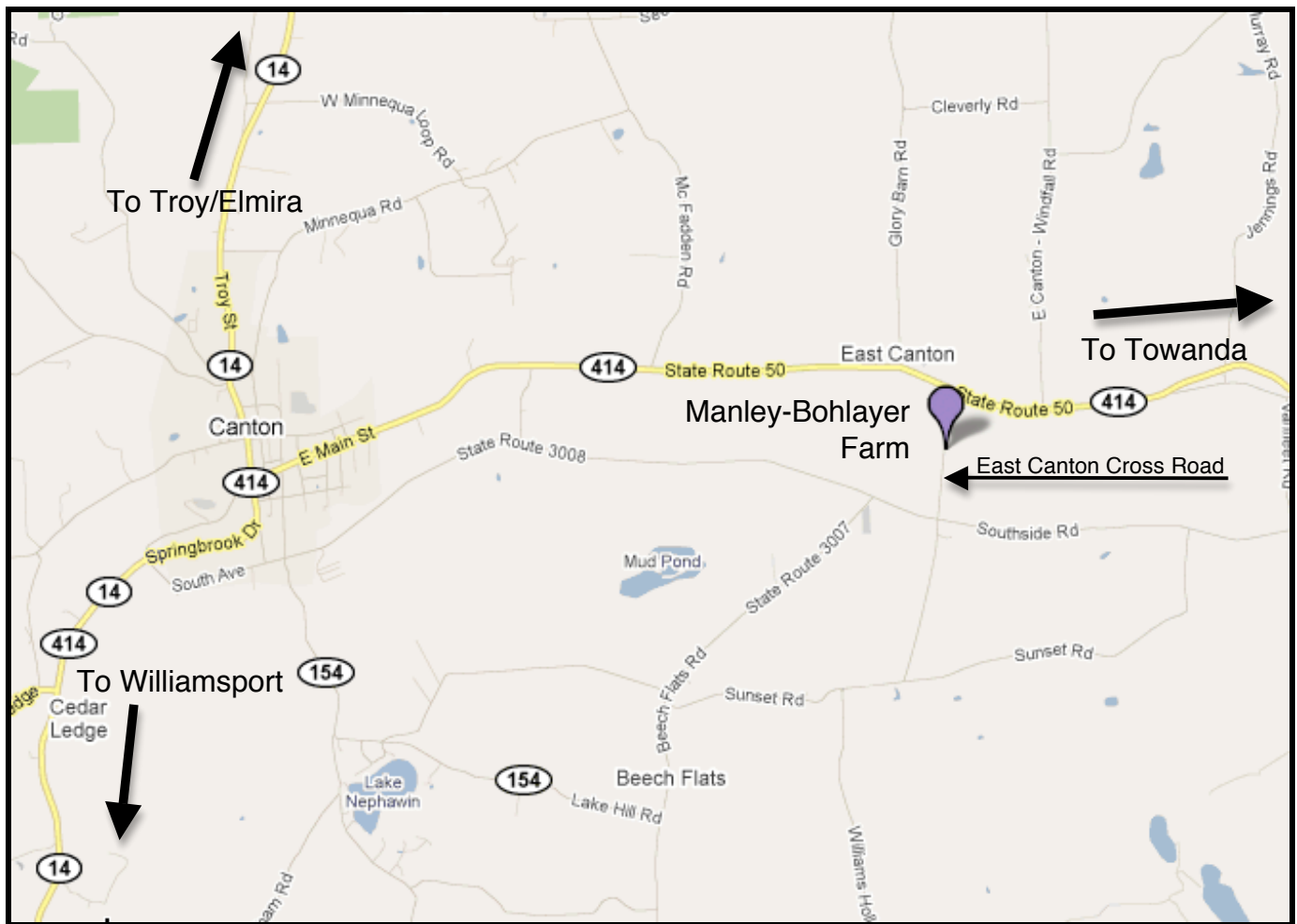
NEW THIS YEAR – OPTIONAL BUSINESS/ORGANIZATION INFORMATION

- The festival is often asked by the local media to provide profiles of the businesses and organizations attending the festival. While we cannot guarantee any free media, if you would like us to have the option of including information about your business or organization in our pre-festival releases, please include with your application a few brochures or a short paragraph about your business or organization and your products. We appreciate your help in promoting this great event!

ALSO NEW THIS YEAR – OUR FESTIVAL'S ONLINE PRESENCE

- In addition to our festival webpage (www.paapplecheese.com), the festival has both a Facebook page and a Twitter page. If you use Facebook or Twitter please find us, become our friend and comment on our page. On Facebook we are listed as the “Pennsylvania Apple ‘n Cheese Festival.” You can find us on Twitter at <http://twitter.com/paapplecheese>.
- We encourage you to post on our pages and alert our fans that you will be attending the festival. Also, feel free to post links to your company's or organization's webpage. We hope this will serve as a way to reach out to the festival attendees before and after the festival. We reserve the right to remove any inappropriate posts.

**Get a 12 x 12 space free!
If you give us two new referrals who
participate in 2011, you will receive
one 12x12 space free for the
2012 festival. (\$75.00 value)**



SET-UP

- The festival is held at the historic Manley-Bohlayer Farm. The address of the farm is 141 East Canton Cross Road just off Route 414 and 3 miles east of Canton PA. You can also set your GPS to the intersection of East Canton Cross Road and Route 414 and you will be directed to the intersection nearest to the festival field.
- You are encouraged to set-up Friday, September 30th, **after 3 PM**, to avoid field congestion Saturday morning
- Gates will open at 7 AM Saturday, October 1st, for vendor admittance. All vehicles **must** be removed from the field by 9:15 AM.
- To avoid congestion, please quickly unload your vehicle at the designated spot and **immediately** take your vehicle to vendor parking. **DO NOT** leave your vehicle on the field & set-up as you're unloading.
- Vendors are responsible for their own set-up times unless pre-approved by the A/C Chairperson.
- You must stay in your allotted space.
- If using any type cover other than a tent, you must first have approval from the appropriate A/C Chairperson.
- You only need to pay for tent cover if you would like a space that is under one of the festival's tents. If you plan on bringing your own tent cover, you do not need to pay the additional \$25 per space fee on the application.

VENDOR PARKING

- When arriving to the field, you must enter the North Gate, off Rt. 414, designated as “Vendor Entrance.” There will be signs & people to direct you.
- No vehicle will gain access to the vendor parking area without a mirror tag. Each vendor will be provided with 2 tags. These will correspond with your vendor space number. Your parking tag **MUST** be placed on the mirror of your vehicle or you will not be authorized to park in the reserved vendor parking. If you would like to purchase an additional mirror tag for a worker, the cost will be \$5.00. You can order additional mirror tags on your festival application or during festival set-up.
- Campers are welcome, but will be placed in a special area & must have the special camper tag displayed. See “Overnight Accommodations” below for more information on camping.

ACCEPTANCE

- Your canceled check is your acceptance. If you require written confirmation, please provide a SASE.
- Under no circumstance will ANY applications be accepted or approved after September 15, 2010.

ELECTRIC

- In an effort to wisely use the electric we have available, you **MUST** use a 12-wire extension cord in good condition. We recommend a power strip be used. Depending on where your spot is located, you may need to run several feet of extension cord, as we do not have extra on hand.
- You are limited to the number of appliances that were approved on your application. You are also restricted from using an outlet or plug-in other than the ones assigned to you. Conditions of the electrical cords & appliances used will be closely monitored. The field electric is limited. If your outlet continually needs resetting, it is normally due to the condition of your electrical cords or the number of appliances you have plugged in. We are not responsible for electrical problems stemming from these circumstances.
- You are encouraged to use propane appliances or a generator when possible. Please have prior approval for generator use.
- Outlets offer 110-amp service and each outlet has its own breaker.
- All merchandise on display must be juried by A/C. **The Committee reserves the right to withdraw any item they deem unsuitable or not juried.** If you do not remove the item after being told, you will be asked to leave the festival & will not be invited to return in the future.
- We will require your Tax ID # with your application. Please be prepared to show it at the festival as well.
- **Rule breakers will not receive an application to participate in future shows.**
- Change & ice will be available on the field.
- **All vendors, staff & helpers will be required to pay the admission fee unless you have purchased wristbands in advance when you submitted your application.** Vehicles will not be allowed into the vendor entrance without paying the admission charge. If you are a group that asks for people to drop things off for your booth the morning of the festival, they will not gain admittance without paying admission. It is our suggestion you have a meeting/drop off point offsite & have your items brought in by only one person.

OVERNIGHT ACCOMMODATIONS

- Limited space is available for camping in the festival parking area. Please indicate your desires on the application. Cost is \$10 per night, plus gate fee for any vendor without a pass. There are no comforts.
- Other local accommodations include:
 - Rockgirt B & B 570-673-3930
 - Doc’s Irish Inn 570-673-8300

- Golden Oak B & B 570-297-4315
- Eppler's B & B 570-363-2350
- Overnight security will be provided Friday & Saturday evenings September 30th & October 1st from 7 PM to 7 AM

LIABILITY INSURANCE

- ALL craft & food vendors are required to have liability insurance & provide a Certificate of Insurance naming the festival as certificate holder. This must accompany your application. You will not be permitted to set up if we do not have this on file. If you do not have your own insurance, please complete the enclosed insurance application. (You will find this on the reverse side of your application.) Cost is \$75.00 & will cover you for the weekend only. Application will not be processed without a Certificate of Insurance or the purchase of the festival insurance.
- **You are also required to sign the Hold Harmless Agreement on the reverse side of the application.**

FOOD VENDORS

- Limited cooler space is available. If you will need to use this accommodation, please indicate how much & what type of space is needed. There is no guarantee that the amount of requested space can be provided, but we will accommodate if possible.
- There is room for the vendor to place their own freezers into the designated area. The festival provides no security for the items placed in the storage area and cannot be responsible for damaged or missing items.

MISCELLANEOUS

- No pets allowed on the field.
- No raffles or games of chance on the field unless previously approved by the designated A/C Chairperson & the appropriate games of chance license is obtained.
- No ATV's or other machinery on the field at any time, other than those operated by festival coordinators. If you need assistance getting items on or off the field, please make arrangements with Apple Cheese staff.

LEAVING THE FESTIVAL

- No vendor will arrive late or leave prior to closing without the permission from the A/C Chairperson. Vehicles will not be allowed on the field before 6:30 PM on Saturday & 5:30 PM on Sunday, due to the number of patrons who remain on the field.
- All areas must be cleaned & belongings off the field by Monday, October 3rd by 5 PM, unless prior arrangements have been made with the A/C Chairperson.
- At closing of the festival on Sunday, **please be patient**. All vehicles cannot be on the field at the same time. Please follow directions so exiting can flow smoothly. We are all tired & want to go home.
- Have a safe trip home.

THANK YOU FOR YOUR PARTICIPATION!

We are looking forward to a great festival this October!