



32nd Annual Festival of Lights Craft Fair
Sponsored by the *Penobscot Bay Regional Chamber of Commerce*
SATURDAY, NOVEMBER 26, 2011
9 am - 3 pm
Samoset Resort ~ Rockport, Maine

Enclosed is information on participating in this year's 32nd Annual Festival of Lights Craft Fair on Saturday, November 26, 2011. Held at the beautiful Samoset Resort on the Ocean in Rockport, this holiday fair will take place in the State of Maine Exhibition Hall and the Knox County Ballroom from 9 am - 3 pm. An average of 1,200 shoppers attend this event every year, and they look forward to purchasing Maine crafts and gifts that have been reviewed for the highest quality.

We have enclosed an application and the floor plan diagrams for both rooms. All applications are on a first-come, first-serve basis. We ask that you make 3 space choice selections, and we will do our best to assign you one of your choices. Applications will be processed as received, and notifications sent. Along with your application we ask that you include color photos of the types of crafts/gifts you will be submitting. We will accept applications until we are full.

All vendors **MUST** provide a certificate of insurance showing a minimum of \$1 million liability insurance and listing the Penobscot Bay Regional Chamber of Commerce as an additional insured on 11/26/11. Or if you do not have a commercial liability policy, the Chamber has secured a one-day special event policy, and you can participate in this policy as an additional insured for only \$40. This is a general liability vendor's policy endorsement only, and excludes claims arising out of products and completed operations. A limit of \$2 million will be shared by all those who participate on 11/26/11.

Admission charge for the event is \$3 for adults, no charge for children under 12.

If you would like the application via email please contact: tiffany@therealmaine.com. **To secure a booth in this sell-out show, please submit your application, photos, insurance and license for food vendors forms asap.** Questions? Please contact Tiffany at the Chamber office at 207-596-0376, ext. 24.

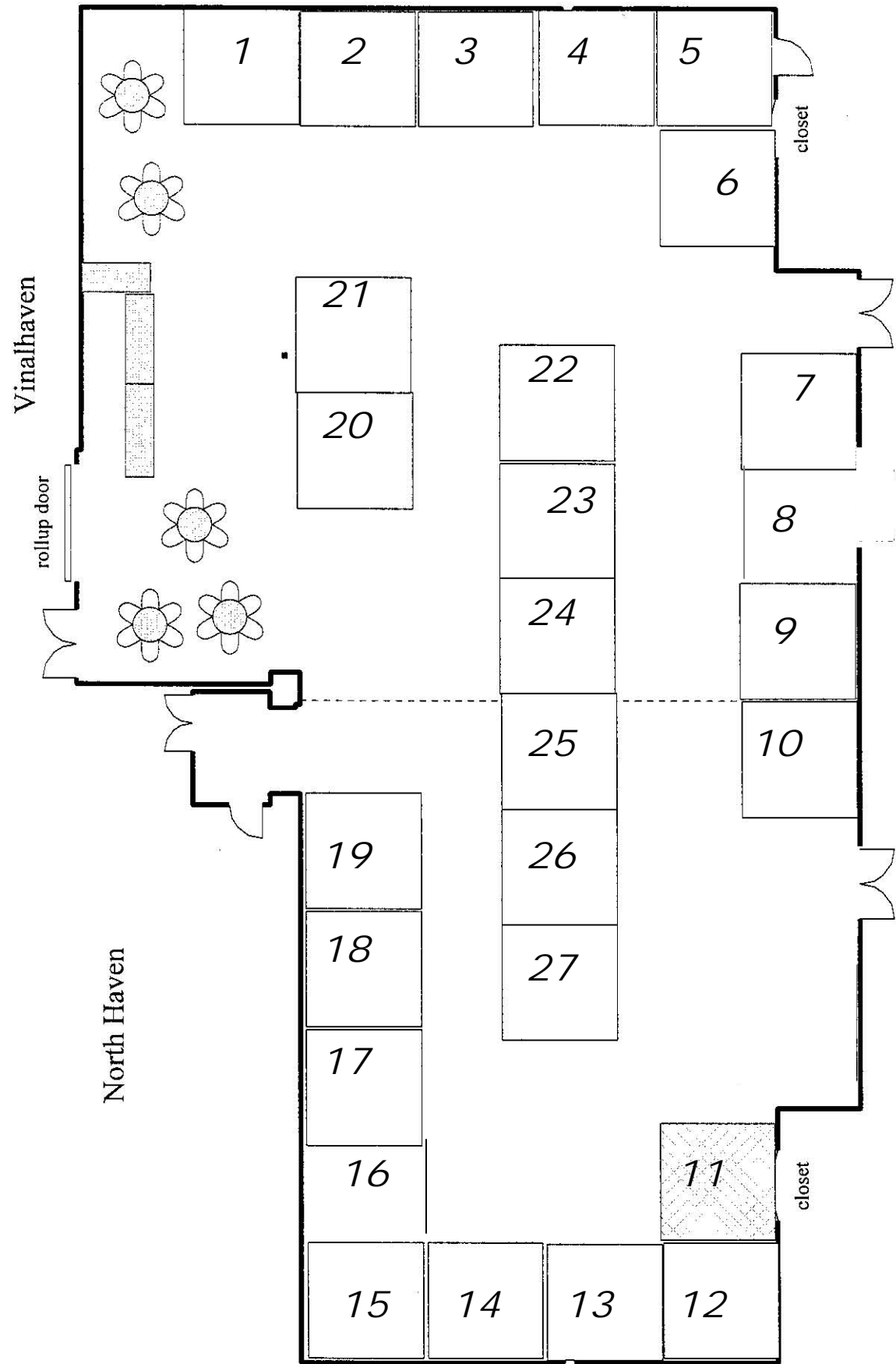
Thank you,

Tiffany Strong
Events & Visitor Center Manager

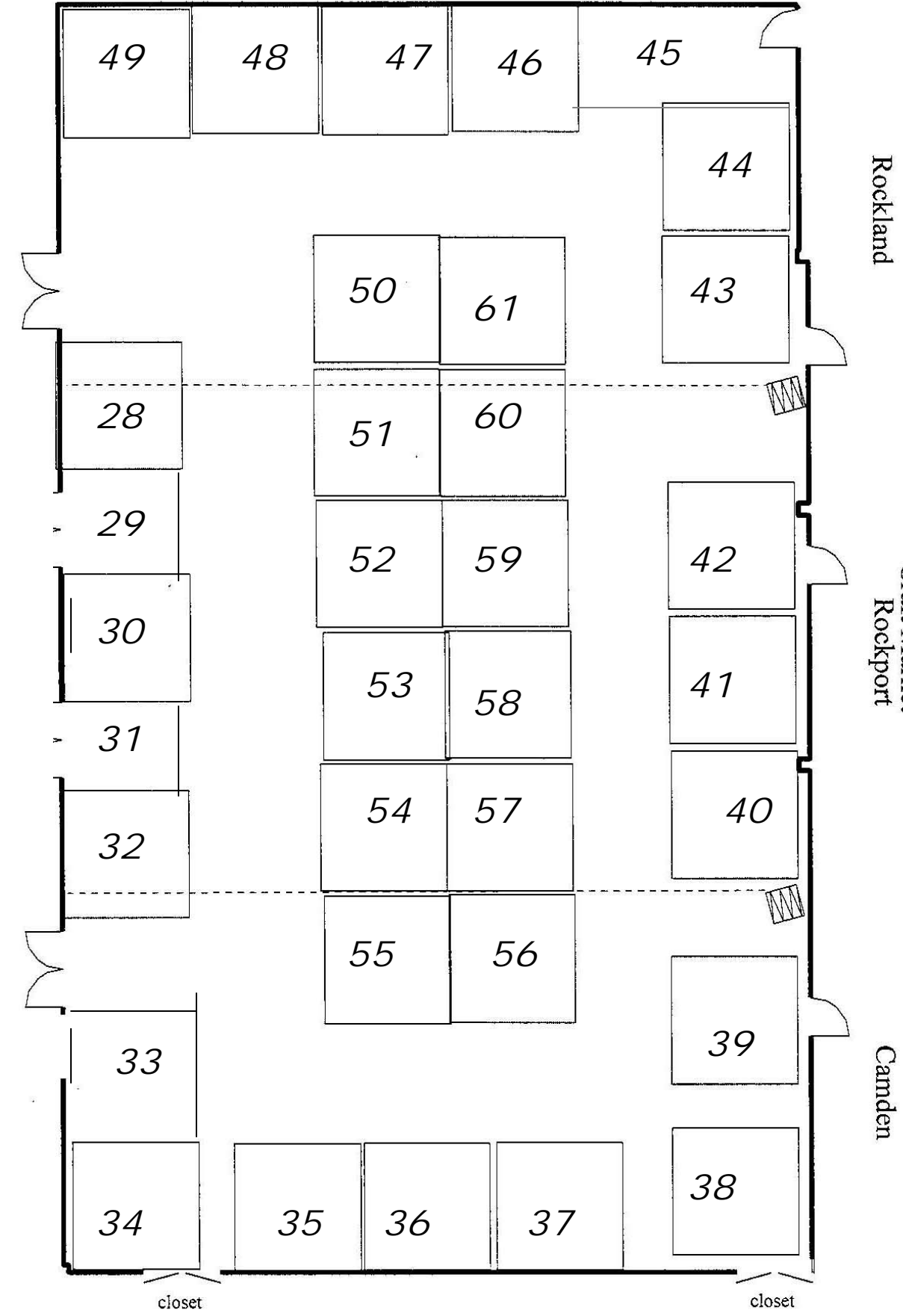
Carole Gartley
Committee Chairperson

Enclosures: Market Application, Show Information and Floor Plans

State of Maine Hall



Knox County Ballroom and Hallway



Penobscot Bay Regional Chamber of Commerce 32nd Annual Festival of Lights Craft Fair ~ Saturday, November 26 2011 APPLICATION

Completed applications and booth requests are accepted on a first-come, first-choice basis until full.
SHOW INFORMATION

All vendors MUST provide a certificate of insurance showing a minimum of \$1 million liability insurance and listing the Penobscot Bay Regional Chamber of Commerce (PBRCC) as an additional insured on 11/26/11. Or if you do not have a commercial liability policy, the Chamber has secured a one-day special event policy, and you can participate in this policy as an additional insured for \$40. This is a general liability, vendors' policy endorsement only, and excludes claims arising out of products and completed operations. A limit of \$2 million will be shared by all those who participate on 11/26/11.

- Food product vendors must also provide a copy of their State of Maine Board of Health License along with their application.
- Digital photos (3 of your craft and 1 of your booth display) must accompany application. They may also be sent via email to tiffany@therealmaine.com. This applies to crafters who have participated in our past shows as well.
- Any items that do not reflect the quality of items shown during the review process must be removed if asked by the Fair Review Committee.
- All photos *sent and taken* at the show for publicity become the property of the show.
- Payment should be made via check or credit card.
- **No refunds will be given after acceptance.**
- Show opens at 9 a.m. and closes at 3 p.m.
Set up times: Friday, Nov. 25, 6 p.m. – 8 p.m. and Saturday, Nov. 26, 6 a.m. – 8:45 a.m.
- Booth dismantling: **All booths will remain up until 3 p.m.**; removal is to be completed by 5 p.m.
- Vendors are responsible for collecting their own sales tax.
- **Display areas must not exceed designated space measurements and aisles are to be kept clear. Table front and sides must be covered to the floor.** You are provided one 6-foot table and two chairs with each booth. Additional tables and chairs may be ordered ahead of time. Please advise us if either is NOT needed. **If you have a booth that has open sides or back, please utilize that space with displays; empty boxes, cords, supplies, etc., are not attractive.**
- **Penobscot Bay Regional Chamber of Commerce will not assume any liability for property stolen, lost or damaged during the Fair.**

Booth Spaces are in the State of Maine Hall & Knox County Ballroom 10' X 10' Booth pricing is \$160

We have a limited number of 6-foot "table spaces" which will be \$100 (\$120 with electricity), and we will place these where space allows. **Display area is limited only to tabletop.** We also have larger corner booths and hallway space available. Call for details.

CHAIRS: Two will be provided per space at no charge. Additional chairs are \$2 each.

TABLES: One 6-foot table will be provided per space at no charge. Additional tables are \$5 each.

ELECTRICITY: \$20 extra. To avoid set up issues, we need to know ahead of time if you will be using halogen lights.

Follow-up: _____

**Penobscot Bay Regional Chamber of Commerce
32nd Annual Festival of Lights Craft Fair - Saturday, November 26
Samoset Resort ~ Rockport, Maine**

2011 APPLICATION
Please return with payment and insurance info.

For Office Use Only:	
_____ Date Received at Chamber	
<input type="checkbox"/> Payment Received	
<input type="checkbox"/> Entered into Database	
<input type="checkbox"/> Digital Photos	
<input type="checkbox"/> Food Vendor License	
<input type="checkbox"/> Liability Insurance	
<input type="checkbox"/> Acceptance Email	
<input type="checkbox"/> Booth # _____	

Date of Application _____
Will you set up Friday or Saturday? (circle one)

Contact Name: _____
Business Name: _____
Address: _____ Apartment/Suite: _____
City: _____ State: _____ Zip Code: _____
Phone: _____ Ext: _____ Fax: _____
E-mail: _____ Website: _____
Items: _____

_____ Price Range of Merchandise: Highest \$ _____ Lowest \$ _____

Food Vendors only: () Copy of Board of Health License Enclosed
All Vendors: () Copy of \$1 million liability insurance listing PBRCC as additional insured on 11/26/11 OR
() I am participating in PBRCC insurance program on 11/26/11.

SPACE REQUESTS AND OTHER OPTIONS			
(Note: final placement is at the discretion of the fair committee)			
List specific space number as indicated on the enclosed floor plans.			
Space Choices:	1 st _____	2 nd _____	3rd _____
Space Fee 10'x10':	\$ 160	X _____ (no. of spaces needed)	= \$ _____
Table Space:	\$ 100		\$ _____
Insurance Fee:	\$40		\$ _____
Electricity:	() Yes \$20.00	Are you using halogen lights? YES NO circle one	\$ _____
Chairs (2 provided per space):	no. of additional chairs needed _____	x \$2 each	= \$ _____
Tables (one - 6' long x 30" wide is provided per space):	no. of additional tables needed _____	x \$5 each =	\$ _____
I do not need a table ()	I do not need chairs ()	FEE TOTAL:	\$ _____

Payment Method: Check Visa MasterCard AmEx Discover
Credit Card no.: _____ Expiration Date: _____ 3 digit code: _____
Signature (required with check or credit card): _____

MAIL COMPLETED APPLICATION WITH FULL PAYMENT, INSURANCE INFO. AND PHOTOS TO:
Penobscot Bay Regional Chamber of Commerce
Attn:Tiffany Strong, P.O. Box 508, Rockland, ME 04841
Tel: 207-596-0376 Fax: 207-596-6549
E-mail: tiffany@TheRealMaine.com