



158 Tihonet Road
Wareham, MA 02571
508.295.1000
508.291.7453 Fax
www.cranberryharvest.org

October 8 and 9, 2011

EXHIBITOR'S EVENT GUIDELINES AND POLICIES

HOST INFORMATION:

A.D. Makepeace Company
158 Tihonet Road
Wareham, MA 02571
www.cranberryharvest.org

Cape Cod Cranberry Growers' Association
P.O. Box 97
Carver, MA 02330
www.cranberries.org

- Date:** Saturday and Sunday, October 8 & 9, 2011
- Location:** Grounds of A.D. Makepeace Company, 158 Tihonet Road, Wareham, MA (see website for directions)
- Event Hours:** Gate hours are 10 a.m. – 4 p.m. each day. Event ends at 5 p.m.
- Expected Attendance:** ±15,000
- Exhibitor Standards:** This event was created in 2004 to celebrate the cranberry industry, the cranberry harvest, the fall season and our neighbors in the community. We are offering spaces to local businesses, non-profit organizations, crafters and artists. Each exhibitor will be reviewed and acceptance will be determined by the Harvest Celebration Committee.
- Sponsorship Options:** Our corporate friends and neighbors are invited to participate as an event sponsor. Corporations and business will have the ability to display their information through varying levels of sponsorship. Sponsors will be located outside the exhibitor tent area. Our sponsorship options can be found at www.cranberryharvest.org.
- Tihonet Village Market:** Please note that our country market will also be open to the public during the event. The market offers fresh produce, deli, bakery and various gift items.
- Jury:** All exhibitors, NEW AND OLD, who apply to participate in this year's Celebration, will be juried by the Harvest Celebration Committee. No priority will be given to prior applicants. We have created this policy to ensure a high level of quality and variety in our exhibitors. Slides, photographs or a CD are required to accompany your application and will be used in the jury process. At least three photos of products and one of your display must be included with your application. An exhibitor may also be required to bring products to be physically judged.
- Description of Products:** Exhibitors are required to list all items they intend to sell at the event. Any items not listed on your application are not allowed to be sold at the event. You may be asked to remove items not listed on your application from your display. The committee reserves the right to request modification of the products you have submitted to avoid saturation of a particular product.
- Food Exhibitors:** Those seeking to be food concession exhibitors need to complete the Food Concession Guidelines and Application, available at www.cranberryharvest.org.



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Regulations/Permits: Exhibitors with food products are required to obtain any and all permits required by the Wareham Board of Health, 508-291-3100 ext. 3197. All exhibitors are required to adhere to regulations set forth by the Wareham Fire Department 508.295.8160.

Application Deadline and Acceptance Notification: Applications received by **August 15, 2011** will be answered on or before September 1, 2011. Applications received after August 15, will only be considered if space is still available. Apply early for your best chance of getting accepted.

Space Assignment: Spaces are assigned by the Harvest Celebration Committee; you will be directed to your site upon arrival. An attempt will be made to satisfy any special requests submitted in writing to the committee. All sites have at least one 10' side exposed for selling.

Site Requirements: This is primarily an outdoor event. All exhibitors will be housed in provided tents or inside buildings on the grounds, unless otherwise notified in writing.

You are required to provide all items necessary to display your goods, including tables, chairs, and linens. **All tables must be covered by white tablecloths.**

Booth Fees:

Booth spaces are 10'x10'.....	\$150.00
Double Space 10'x 20'.....	\$300.00
Non Profit/Agricultural Exhibitors.....	\$ 50.00

Booth spaces may be shared at no additional fee. If you intend to share a booth space, you must clearly state this in your application, all items to be sold in that space need to specified and juried.

Non-Profit Groups: We have a great interest in incorporating local non-profit organizations in this event. Historically, non-profit groups have been sponsors, volunteers, held activities, had exhibitor spaces, and have had the opportunity to get their group's information out to a wide audience.

Electricity: Electricity can be made available to a select number of exhibitors, on a first-come, first-served basis, for an additional fee of \$10.00 per booth for up to 3 outlets.

Water: Water is available in the area. If you have a specific need for water access, please notify the committee in writing.

State License/Sales Tax: All exhibitors are responsible for adhering to state regulations and for payment of Massachusetts Sales Tax. All applicants must hold proper licensing for sale of goods, as appropriate.



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- Set-up: Set-up will be allowed on Friday, October 8, 2011, from 4 p.m. – 7 p.m.
If you will be setting up on Friday please check the appropriate box on the application.
- Set-up for October 9, 2011 will be from 7 a.m. to 9 a.m.
ALL EXHIBITORSS MUST HAVE THEIR BOOTHS SET UP BY 9A.M.
- Exhibitors should be prepared to be self-sufficient with their set up. Volunteers may be available to help set up but are not guaranteed.
- Breakdown: **For the safety of all guests, workers and exhibitors breakdown is at 5 p.m. each day.** All participants MUST remain for the entire event, with their booths intact until **5 p.m.** Those that do not comply will NOT be asked to return.
- PLEASE NOTE: FOR YOUR SAFETY AND FOR THE SAFETY OF OUR GUESTS, YOU WILL NOT BE ALLOWED TO BRING VEHICLES INTO OR OUT OF THE FOOD COURT AREA UNTIL YOU ARE NOTIFIED BY COURT SUPERVISOR.**
- Failure to comply will jeopardize your ability to participate in future events.*
- Security: Security will be provided on the evenings of October 7 and 8, 2011.
- Pets: **No pets are allowed.**
- Alcohol: No alcoholic beverages are allowed on the property during the event hours.
- Restrooms: Portable restrooms are available throughout the grounds.
- Weather: This is a rain or shine event.
- Waste: We ask that all exhibitors keep their booth areas free from waste. Exhibitors are responsible for removing the waste from their area and placing it in the provided receptacles. **A disposal fee will be imposed for any exhibitors leaves waste in there site at the end of the event.**
- Cancellation and Refunds: No refunds will be forthcoming for any reason once an exhibitor is accepted.
- Common Courtesy: It is expected that exhibitors interact with event coordinators, the public and fellow exhibitors with respect, honesty and courtesy. Abusive and nuisance behavior will not be tolerated.
- Non Compliance: Any exhibitor found in violation of the Event Guidelines and Policies will be asked to make immediate adjustments. If this is not done, the exhibitor may be asked to leave the event without refund of fees and/or may be barred from participation in future events at the discretion of the Harvest Celebration Committee.
- Event Material: Advertising material will be available for the event by early spring. Those interested in handing out such promotional material are encouraged to contact Kim Houdlette for supplies.

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EXHIBITOR APPLICATION FORM
Submission Deadline August 15, 2011

Business/Non-profit Organization Name

Contact's Last Name

First Name (if needed, add additional names to the back of this page)

Mailing Address

City, State, Zip

Telephone#

Cellphone #

Fax #

Email Address

Website

Have you been an exhibitor in the past? _____ If so, list the year(s): _____

CATEGORY: (check all that apply)

- | | | |
|---|---|---|
| <input type="checkbox"/> Agricultural Exhibitor | <input type="checkbox"/> Crafter | <input type="checkbox"/> Soaps/Essences |
| <input type="checkbox"/> Pottery/Ceramics | <input type="checkbox"/> Baskets | <input type="checkbox"/> Furniture |
| <input type="checkbox"/> Decorative Painting | <input type="checkbox"/> Specialty Prepared Foods | <input type="checkbox"/> Floral |
| <input type="checkbox"/> Painting | <input type="checkbox"/> Jewelry | <input type="checkbox"/> Glassworks |
| <input type="checkbox"/> Pen& Ink/Pencil | <input type="checkbox"/> Linens | <input type="checkbox"/> NON-PROFIT |
| <input type="checkbox"/> Photography | <input type="checkbox"/> Woodworking | <input type="checkbox"/> Other _____ |

DESCRIPTION OF GOODS: Please describe in detail the product, craft, service or other items that you intend to sell at the Celebration. We reserve the right to ask that any items not listed or accepted by the jury be removed from your display during the Celebration.

Price Range of Goods to be sold:

PHOTOGRAPHS/SLIDES:

We require each exhibitor to include photographs, slides or a CD that represents all the products you will bring to the event. A minimum of three photographs of your products will need to be sent in with your application. We also require one photograph of your display. Your description and these items will be used in the jury process. As determined, an exhibitor may be required to bring their products in to be physically judged. If you would like the photographs/slides to be returned to you please include a self addressed return envelope. **All applicants are required to fulfill this request, new and old.**



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SPECIAL REQUESTS:

Electrical Requirement (list specific voltage, \$10 per space for up to three outlets):

Water Requirements:

Friday Night Set Up (4 p.m. – 7 p.m.) ____ YES ____ NO

Please include any special requests or requirements you may have here. All requests must be made in writing. Every attempt will be made to accommodate reasonable requests.

FEES: (Refer to the Guidelines and Policies for description of space and requirements)

____ Exhibitor \$150.00 ____ Agricultural Exhibitor \$50.00 ____ Non-Profit Organization \$50.00
____ Double Space \$300.00 ____ Electrical Service \$10.00 per space, 3 outlet max

Checks/Money Orders may be made payable to: A.D. Makepeace Company

APPLICATION CHECKLIST:

- Check or money order Special Requests in writing 1 Photo/slide of display
- 3 Photos/Slides/CD Self Addressed Stamped Envelope (to return photos)

***For the safety of all guests, workers and exhibitors breakdown is at 5 p.m. each day. All participants MUST remain for the entire event, with their booths intact until 5 p.m. Those that do comply will NOT be asked to return.**

In signing this application I/we are stating that I/we have read and will adhere to The Guidelines and Policies set forth by the organizers of the 7th Annual Harvest Celebration. It is understood that this an application for exhibitor/concession space only. This is not a contract and the organizers reserve the right to reject any application.

I hereby release A.D. Makepeace Company, The Cape Cod Cranberry Growers' Association, their employees and volunteers from any and all liability for damages, personal injury or theft that may occur during participation in this event.

Signature

Date

Signature

Date

Questions or for additional information, contact:
Kim Houdlette, 508.322.4028 or
khoudlette@admakepeace.com