

21st Annual NORTH QUABBIN GARLIC AND ARTS FESTIVAL APPLICATION

Postmark deadline May 1, 2019

Dear North Quabbin Community Organizations,

Hope you all had a happy, healthy winter!

Following this cover letter is your **Application** for the 21st Annual North Quabbin Garlic and Arts Festival on September 28-29, 2019, an explanation of the **sign-up system for Exhibitor Participation** and a **Payment Form**. **The application, your check and the Payment Form must be returned by MAY 1st for your application to be complete!**

We welcome community organizations to the festival so attendees can learn about the wonderful diversity of environmental, health, cultural, educational and service organizations in the North Quabbin region. In the past couple of years we have had a record number of community organizations. **Because space is limited, the first 10 organizations to return a complete application will get a full-sized booth,** unless your preference is for a table. We will make table space available to all appropriate applicants after the first 10. *Our mission is to serve and promote the North Quabbin region. Please do not apply if your organization does not operate in the North Quabbin region!*

If you wish to be an exhibitor at the festival this year, send your fully completed and signed Application along with your check and Payment Form to **Lydia Grey, 156 Chestnut Hill Road, Orange, MA 01364** postmarked by **MAY 1st**.

If you need to withdraw from the Festival for any reason, you may request a refund *before August 1*.

Important Booth Info:

Dates: Saturday and Sunday, Sept 28 and 29- shine or rain.

Festival Hours: 10am-5pm both days

Set-up: Friday noon-7pm or Saturday 7-9:30am.

Location: Forster Farm, 60 Chestnut Hill Road, Orange, MA

Site info: outdoor field, vehicle access during set up/take down only, no electricity.

Booth size: 10' x 10' booth \$80: or space for a card table \$40.

You must provide your own canopies, tables and chairs.

Vehicles and traffic: The one vehicle per booth policy (parked in vendor parking lots after unloading) remains in effect. This is essential to fit all exhibitors and attendees in safely and to receive town and police support for the festival.

Your booth number and other information will be emailed to you in August. Please start to spread the festival word and 2019 dates to friends, your membership, Facebook pages, Twitter accounts, newsletters and whatever other new and crazy way people are using to communicate these days! The festival website is www.garlicandarts.org.

Please contact Lydia Grey with any questions about this application or your participation:

lydiagrey@verizon.net or 978 544-0062.

Save this page for your information!

North Quabbin Garlic and Arts Festival 2019--Exhibitor Participation

****save this page for your records****

Important Information--Please Read Carefully!

About Exhibitor Participation: The North Quabbin Garlic and Arts Festival is a community-oriented event in all ways. Seven years ago, organizers implemented an 'exhibitor participation model' in the spirit of the volunteerism that pervades all aspects of the festival, and because we could no longer do it all without a village! Each exhibitor signs up for a task, giving four hours of time to help bring the festival to fruition. Exhibitor participation has proven to be a wonderful element of the festival. It makes the festival possible, strengthens community spirit, forges new relationships over shared tasks, and helps keep exhibitor fees lower than comparable festivals. We realize this model is not for everyone. If you are not invested in participating in this way, please do not apply to be an exhibitor.

If you are new to the festival, know that the majority of exhibitor tasks from which you will be asked to choose involve set up and clean up work-days, or making a meal to bring these work crews. Set-up days take place every Sunday in September leading up to the festival plus some days the week prior, as well as a clean up day immediately after.

Streamlined Sign-up! We use an on-line program called 'Sign Up Genius' that has worked really well.

Here is how signing up and showing up for Exhibitor Participation works:

On May 15th we will send all accepted exhibitors the link to a simple-to-use, on-line volunteer sign up sheet using an application called 'Sign in Genius.' At that time, everyone will need to click on this link to choose the date and task of your choice-- early bird gets the worm and first pick of options! You will have until June 15th to choose a task and sign up. Your acceptance will not be complete and you will not be assigned a booth number unless you sign up for a task.

It is each exhibitor's responsibility to remember your date and task, and to show up/carry it out. The application provides you with a reminder upon sign up and just prior to your task, but other than that we no longer have the capacity to do multiple reminders as we have done in the past.

We will keep track of who is supposed to show up, and when. Sadly, those who do not fulfill their task will not be invited back the following year.

If at any point you have questions about exhibitor tasks or this process, contact
garlicandartswtp@gmail.com

Thank you for being a part of the North Quabbin Garlic and Arts Festival! It is truly a unique community effort and exhibitor participation contributes greatly to festival success for all.

Save this page for your information.

Community Organization Exhibitor Application

Send this application along with your *Check and Payment Form* by May 1st to:

Lydia Grey, 156 Chestnut Hill Road, Orange, MA 01364

21st Annual North Quabbin Garlic and Arts Festival, Sept 28 and 29, 2019

It is critical that all of your organizational staff or volunteers running your booth are aware of the set up, parking, and all other information that will be sent as the festival approaches. We ask that the key contact that you list on this form be responsible to convey all information. Thank you!

Organization Name (as you'd like to be listed on program):

Key Contact: _____

Mailing Address _____

Phone _____ Email _____ (If you do not use email regularly, note the best way to contact you).

Website _____ (we will link to you from ours!)

Please briefly describe your organization goals, and what you plan to display or share at your booth. If you wish to sell products you have made (no food sales!) or wish to provide items as part of fundraising (such as a raffle), please describe and we will contact you to discuss if necessary.

Please send postcards about the Festival to your friends and customers!

Number of postcards requested _____

(these will be sent to you with a vendor information packet in August)

The Fine Print: The undersigned does hereby forever discharge, release and hold harmless the Forster Farm, Seeds of Solidarity Education Center, and the North Quabbin Garlic and Arts Festival organizers of and from any and all manners of actions, suits, damages or claims whatsoever arising from personal injury and any loss or damage to the property of the undersigned while in the possession of or supervision of the North Quabbin Garlic and Arts Festival.

Signature _____ Date _____

NEW: Yes, I have read the Exhibitor Participation information enclosed and understand and agree to the terms. _____ (please initial)

Community Organization Payment Form- DUE MAY 1

MAKE CHECK OUT TO : NQ Garlic and Arts Festival

Send this form postmarked no later than May 1 with your Application Form and check or money order to:

Lydia Grey
156 Chestnut Hill Road
Orange, MA 01364

Please fill this out completely in **LEGIBLE PRINT**:

Organization Name _____

Name on Check if different _____

Street or P.O. Box Address _____

Town _____ State _____ Zip _____

Email _____ Telephone _____

Amount Enclosed (please check one):

_____ \$80 for a 10 x 10 booth space

or

_____ \$40 for a table space

(In both cases, you must provide all of your own set up: tent or umbrella, table and chairs)