

- 9.) All decorations, tables, chairs and table covers are the responsibility of the exhibitor. No open flames or balloons.
- 10.) All work and displays must stay within the designated spot. All tables should be covered, and no boxes, extra merchandise or debris should be visible. Assigned area must be kept clean throughout the event and be left as you found it afterward.
- 11.) All exhibitors/crafters are responsible for collecting and remitting all sales tax.
- 12.) All exhibitor spaces must be attended throughout the event.
- 13.) The person who signs the Agreement is responsible for any and all actions of those working your stand.
- 14.) Sound devices, noise making devices, or PA systems are prohibited without prior approval. Video on computer or TV displays may be used, provided the audio does not disturb other exhibitors.
- 15.) Electrical supply will be limited to one 110 volts, 5 amp outlet per booth. **All extension cords or power strips are to be provided by the exhibitor.** No compressors, heaters, or any equipment requiring more than 5 amps may be connected. Spaces with electricity are limited and are on a first come, first serve basis.
- 16.) All items must be removed from the premises and area must be cleaned by 5:00PM.

Directions: Mifflin County High School is located at 501 6th Street, Lewistown, PA 17044

From Huntingdon

- Take US Rt 22 East to Lewistown
- Take the Electric Avenue Exit
- At the end of the ramp turn right
- At the traffic light turn left onto Electric Avenue
- Go to the third traffic light and turn left onto Cedar Street (at Dunkin Donuts)
- You will see Mifflin County Junior High School in front of you, bear right and go up the hill to Mifflin County High School
- Check in at the Main Entrance

From Juniata County

- Take US Rt 322 West to Lewistown
- Take the Electric Avenue Exit
- At the end of the ramp, merge onto Electric Avenue. Go to the third traffic light and turn left onto Cedar Street (at Dunkin Donuts)
- You will see Mifflin County Junior High School in front of you, bear right and go up the hill to Mifflin County High School
- Check in at the Main Entrance

From Centre County

- Take US Rt 322 East to Lewistown
- Take the Burnham/Yeagertown Exit
- At the end of the ramp turn left onto Ferguson Valley Road. Go to the second traffic light, at Burger King, (you will pass Calkins Subaru, Aldi and Giant), and turn right onto Logan Blvd.
- Go to the first traffic light and turn right onto Cedar Street (at Dunkin Donuts)
- You will see Mifflin County Junior High School in front of you, bear right and go up the hill to Mifflin County High School
- Check in at the Main Entrance

SIXTH ANNUAL MIFFLIN COUNTY MUSIC BOOSTERS' HOLIDAY EXPO

Vendor & Exhibitor Application

To be returned by mail before October 5th

Retain a copy of application for your records, submit original application with payment

Mail to: **MC Music Boosters, PO Box 44, Burnham PA 17009**

Event Details:

Date: Saturday, November 10, 2018
Time: 9:00 AM – 3:00 PM
Location: Mifflin County High School, 501 Sixth Street, Lewistown PA 17044 *(see page 2 for directions)*
Contacts: Hope Baker Sherry Pecht
Call/text: 717-513-7780 Call/text: 717-250-8087
hrfbaker@embarqmail.com msmpecht@verizon.net

Registration: Payment and signed contract **MUST** be received **NO LATER THAN October 5, 2018.**

Setup instructions:

- Check in at the Main Entrance. You will receive your space number at check-in.
- Setup Saturday from 6:00AM and must be completed by 9:00AM, when the event begins. Student assistance available.
- Alternative setup Friday evening from 7:00PM to 9:00PM. Limited student assistance will be available Friday evening. No overnight security to guard your merchandise or displays.
- Crafters/exhibitors **MUST** unload their vehicle completely and move vehicle to the designated parking area prior to set up. Staff will be on hand to assist with parking and directing you to the proper unloading area.
- Crafters/exhibitors will be given a space number to put in the windshield of vehicle while unloading. If the vehicle tag is not displayed, the vehicle will be subject to ticketing or towing at owner's expense. There will be staff checking the unloading area regularly to ensure vehicles are moved in a timely manner. Any vehicle parked in the fire lane after unloading will be subject to ticketing or towing at owner's expense.

Setup time: Saturday 6 AM-9 AM _____ Regular Check-in
Friday 7 PM-9 PM _____ Early check-in requested

Space Selection: Indicate Number and type of space(s) you desire. Spaces are limited and will be provided on a first come, first served basis. Exhibitor is responsible for all tables, chairs and table covers. Includes print, online and radio advertising of the event.

_____ Booth space \$55.00 - 10' x 10' display space

_____ Table space \$35.00 - Table space only

Electricity needed? Yes _____ No _____

Electrical spaces are limited and will be provided on a first come, first served basis. Exhibitor is responsible for all extension cords and power strips.

Exhibitor Information:

Business: _____ Contact Name: _____

Phone Number: _____ Email: _____

Address: _____ Website: _____

City/St/Zip: _____ Facebook: _____

Detailed Business Description/Items Offered: _____

Silent Auction:

All exhibitors have the opportunity to provide an item/items valued at \$30 or more to be used in a Silent Auction at the Expo. Items will be promoted prior to the event to help draw traffic to the Expo. Auction items should be an outright gift, not an amount off a purchase or discount with any other stipulation. Many businesses give a gift certificate or gift basket with items from their company. Silent Auction items will be distributed the afternoon of the event.

Your silent auction item will be picked up by music students at your booth prior to 8:00 AM.

Description of Silent Auction item: _____

Value of silent auction item: \$ _____

All proceeds from the silent auction benefit Mifflin County music programs

The Music Boosters thank you for your participation!!

Expo Exhibitor Agreement:

The Mifflin County Music Boosters, nor the venue, guarantee any exhibitor against loss of any kind. Exhibitor agrees to forever discharge and release the MC Music Boosters from any and all manner of action, suits, or damage claims whatsoever arising from any loss or damage to property or self. All matters not covered by the regulations mentioned herein are subject to the decision of the MC Music Boosters. Signature on application and/or payment of fees, assume the regulations as binding. Any violation of these regulations shall annul the lease to occupy the space.

Agreed to by:

Business Name

Signature

Date