



2025 Arts & Crafts Vendor Application

Saturday, June 7, 2025 • Moravian Historical Society • 214 E. Center St. Nazareth, PA 18064

This application is available online at www.moravianhistory.org/arts-crafts-festival

Business Name: (Used for advertising) _____

Contact Person: _____ Phone: _____

Email: (Our primary method of communication) _____

Business Address: _____

Website: (This can include Facebook, Etsy, etc.) _____

Please describe your products in 10 words or less. (Used for advertising) _____

Please list all items to be sold at this event. Vendors are prohibited from selling any items not listed here. Only arts/crafts that are made by the artist will be considered hand-made. *We do not host direct sales vendors.*

Please check those that apply

Early Bird Special: Ends on December 31, 2024 (must be postmarked by 12/31/24)

- \$60 10X10 space
- \$130 VIP 10wX25d space
- \$40 Nonprofit 10X10 space

Regular Price: January–April 30, 2025 (must be postmarked by 4/30/25)

- \$70 10X10 space
- \$140 VIP 10wX25d space
- \$50 Non-Profit 10X10 space

Last Minute Price: May 1–30, 2025

- \$80 10X10 space
- \$150 VIP 10wX25d space
- \$60 Non-Profit 10X10 Space

Requested Number of Spaces: 1 2 3

Handicapped Parking: Limited

Electricity (Additional \$30) Limited Supply

Returning Vendors Booth Location Request: _____

By signing this application, you are confirming that you have read and fully understand and agree to the terms outlined in the Festival Policies & Regulations (see next page) and will abide by the rules or risk being removed from the festival grounds. The undersigned does hereby release, forever discharges and hold harmless the Moravian Historical Society of and from all actions, suits, damages or claims whatever arising from any loss or damage to any property of the undersigned while in the possession or supervision of the Festival, its agents, representatives, employees or volunteers. **Vendor fees are non-refundable.** MHS reserves the right to accept or decline any applications.

Applicant Signature _____

_____ Date

ALL Vendors must include or e-mail three photos of your display at a previous show and all items to be sold.

Total Enclosed: \$ _____		Checks made payable to the Moravian Historical Society.	
Credit Card Type _____	Card Number _____		
Expiration Date _____	CV Code _____	Zip code _____	



2025 Arts & Crafts Festival Policies & Regulations

The Moravian Historical Society invites you to apply for a booth space at the 47th Annual Arts & Crafts Festival on Saturday, June 7, 2025. We are looking for vendors with unique and high-quality products and will be limiting the number of similar products sold by multiple vendors. Discounted rates available for early registrants. The deadline for applications is Friday, May 30, 2025.

Festival Hours: 10:00 am to 4:00 pm | Vendor Setup: 7 am to 10 am | Vendor Breakdown: After 4 pm

1. **Setup:** Vendors may set up their booths on **Saturday, June 7, 2025**, from **7 am—10 am**.
 - a. We kindly request that you do not set up prior to this. Please sign in PRIOR to setting up your booth.
 - b. Vendors are encouraged to bring hand carts to transport products to their booth during setup and breakdown. *Be advised that part of the grounds includes a short but steep hill from the road.*
 - c. **Stopping on Orchard Street to unload is not permitted.** Only VIP vendors and food trucks can access Orchard St.
2. **Parking:** There is free street parking in the surrounding neighborhoods.
 - a. After setup, vendors should park their vehicles far enough away from the festival grounds to allow parking for patrons. Doing so benefits all vendors and customers.
 - b. Handicap parking spaces must be reserved prior to the event on the application form. A handicap tag is required.
3. **Booths:** Regular booth spaces are 10' wide x 10' deep, with additional space between booths. The VIP space is 10' wide x 25' deep, which allows a car to be parked directly behind your space.
 - a. Vendors are not allowed to set anything up in front, behind, or beside the allocated space. Should your booth require additional space, a second booth must be purchased.
 - b. Vendors are to provide their own table and tent, chairs, and any other items needed.
 - c. No items may be attached to the buildings, trees or anything else on the property.
 - d. Vendors must have signage clearly identifying the name of the vendor.
 - e. Vendors cannot sublet, assign, donate or trade spaces.
 - f. Electrical access is very limited on the historic property and arrangements must be made in advance for the limited number of electrical outlets.
 - g. No generators will be allowed. This includes both gas and propane.
 - h. No sound amplification may be used unless agreed to in writing with the Moravian Historical Society not later than 14 days prior to the Festival.
 - i. The Moravian Historical Society will notify the vendor of their booth location via email prior to the Festival.
 - j. The Moravian Historical Society reserves the right to reassign vendor spaces at any time.
4. **Products:** Only arts/crafts that are made by the artist will be considered hand-made. The Moravian Historical Society reserves the right to determine if a product should be listed as hand-crafted or commercial.
 - a. Vendors shall exhibit, sell, or give away only merchandise, literature, and services specified in the application. Vendors shall not sell or give away food or beverages without prior approval.
 - b. No coupons may be given out from your booth for any business not directly affiliated with your booth.
5. **Event Details:**
 - a. **This is an outdoor event: The festival goes on rain, sunshine, or wind.** In case of severe weather, our website (moravianhistory.org) and our Facebook page (facebook.com/moravianhistoricalsociety) will reflect where the Festival will be held by 8:00 pm the night before the festival: at MHS or at a nearby indoor location.
 - b. Vendors are required to have their booths open until **4 pm**. Vendors must staff their exhibits during the entire event from **10 am to 4 pm**. Vendors will not be allowed to leave if they run out of product during the event. Booths may not be removed early the day of the festival without permission from MHS.
 - c. Vendors are responsible for collecting and reporting their own taxes.
 - d. Vendors agree to make no claim for any reason against event coordinators for loss, theft, damage, or destruction of goods, nor for injury to themselves, employees, volunteers or visitors incurred at the event.
6. **REFUND Policy:** An application is a commitment to show. **There will be no refunds given after acceptance.** The Moravian Historical Society is not liable or responsible for delays, cancellation, or postponements of the festival or events within the festival due to inclement weather, war, government action, strikes or other matters beyond its control.
7. Please forward questions to events@moravianhistory.org