



2025 Arts & Crafts Festival Policies & Regulations

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. **Questions?** Email: events@moravianhistory.org | Phone: 610-759-5070



Food Vendor Guidelines

- A certificate of insurance with minimum coverage of \$500,000 for personal, business or other organizations. The following designation as “other insured” must be added to your insurance policy and submitted prior to participation in the festival: The Moravian Historical Society is named as additional insured with regards to the 2025 Arts & Crafts Festival event.
- Applications will not be processed without payment.
- Application deadline: **May 30, 2025**

HOURS OF FESTIVAL: 10 am–4 pm | Vendor Move In: 7 am–10 am | Vendor Move Out: After 4 pm

- **Notification:** As application is received and reviewed.
- **Spaces:** All spaces are outdoors and 10 ft x 20 ft.
 - All booths are on a grassy surface—tents must be weighted or staked.
 - Food trucks can park on our gravel driveway.
 - Generators must have sound baffles
 - Electric access is very limited on the historic property and arrangements must be made in advance for the limited number of electrical outlets.
 - Each food vendor is responsible for their food area including furnishings and tents.
- **Event Details:**
 - **This is an outdoor event: The festival goes on rain, sunshine, or wind.**
 - Vendors are required to have their booths open until **4:00 pm**.
 - Vendors are responsible for collecting and reporting their own taxes.
 - 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.
- Overnight camping is prohibited.
- No items may be attached to the buildings, trees or anything else on the property.
- MHS reserves the right to accept or decline any applications.
- Vendors cannot sublet, assign, donate, or trade spaces.
- No participant may solicit or distribute political or religious literature or materials.
- All items for sale must follow state and local food safety guidelines.
- Vendors are encouraged to bring hand carts to transport products to their booth during setup and breakdown. There is no on-site parking.
- **REFUND:** An application is a commitment to show. **There will be no refunds given after acceptance.** Vendor acknowledges and agrees that MHS will not issue refunds under any circumstances. MHS 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.

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