

Port Penn Historical Society's  
2018 Wetland Festival Application Form  
May 19, 2018

***Please note: NO VENDOR FEES! Rain or Shine!***

NO electric or water available. You must provide all tables, chairs, tents, power supply, power cords, potable water, cord protection, etc. that your operation requires in a park setting.

There is NO GUARANTEE that you are the only vendor of your type.

Type of Space Requested:       Food       Retailer       Crafter

Informational Display       Activity

Name of Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone No: \_\_\_\_\_

Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Standard Vendor Space is 10' X 10' - Please let us know if you require a larger space!**

Special Request Spacing

(tell us what you need & we'll see if we can accommodate - we may or may not be able to handle all requests)

***Description of items being sold:***

***Special Notes:*** We are not charging a vendor fee. We realize that this is a somewhat new undertaking and can not guarantee either sales or attendance. Vendors must be set up by 10:30 a.m. and ALL vehicles parked in the designated parking area. See regulation page for more information.

***Mail or email completed application to:***

Port Penn Historical Society, P.O. Box 120, Port Penn, DE 19731-0120

Attn: Wetland Festival

Email Tracy Beck: tl-beck@hotmail.com

# Port Penn Historical Society's Wetland Festival 2018

## NON-FOOD VENDOR Regulations

1. The Wetland Festival Committee reserves the right to approve or refuse all vendor applications and items for sale.
2. **Application:** All applications must include a list of items for sale and complete and correct contact information.
3. **Power/Water:** Participants are responsible for all power sources, power cords, cord protection, table, chairs, tents, signage etc. necessary for a successful operation of their business in a park setting.
4. **Signage:** Vendors must post signs listing items for sale.
5. **Check-in:** All vendors are required to check in with the Vendor Coordinator in order to receive their space confirmations. Check-In Saturday 7:30 a.m.-9:30 a.m.
6. **Set-Up:** Saturday 7:30 a.m.-10:00 a.m. ALL vendors must be set-up and have vehicles removed by 10:00am and parked in the designated parking area. Unload your vehicle first, find a parking spot, then set-up. DO NOT set up with your vehicle blocking other vendors getting into their spots.
7. **Tear Down:** Vendors may begin tearing down at 4:00 p.m.
8. **Cleanliness:** Vendors are responsible for keeping their area as neat as possible and leaving the space as they found it. Please dispose of trash into available trash cans throughout the area or carry-out.
9. **No Rain Date:** there is no rain date. The event will be held rain or shine.
10. Vendor spots are mapped out ahead of time, first come-first serve basis and size dependent. Please don't change your assigned spot. ANY changes MUST be approved/coordinated with Wetland Festival personnel upon arrival. We may not be able to accommodate all requests.

### **Definitions:**

**CRAFTER:** Individual that creates the merchandise or substantially embellishes the merchandise. Basically, if you don't make it, you are not a crafter.

**RETAILER:** Individual selling items they did not create or substantially embellish - normally (but not always) purchased at wholesale for resale to the public.

**Informational Display:** Individual or organization passing out free informational brochures, collecting sign-ups information for an organization or event, giving away promotional items etc.

**PLEASE NOTE:** You must provide all tables, chairs, tents, power supply etc. that your operation requires in a park setting.

# Port Penn Historical Society's Wetland Festival 2018

## FOOD VENDOR Regulations

1. The Wetland Festival Committee reserves the right to approve or refuse all vendor applications and items for sale.
2. **APPLICATION:** All applications must include a list of items for sale and complete and correct contact information.
3. All Food Vendors are required to be a licensed and adhere to the State of Delaware Division of Parks and recreation Food Service Licensing Program. There is not a 'Mobile Food Service License' fee. Applicants are required to submit their current Delaware Business License, Public Health License, Certificate of Insurance, Liquor License & Server License (if you're selling alcohol). If you are not currently licensed, the application is attached.
4. **Power/Water:** Participants are responsible for all power sources, power cords, cord protection, table, chairs, tents, signage etc. necessary for a successful operation of their business in a park setting.
5. **Signage:** Vendors must post signs listing items for sale and their prices.
6. **Check-in:** All vendors are required to check in with the Vendor Coordinator in order to receive their space confirmations. Check-In Saturday 7:30 a.m.-10:00 a.m.
7. **Large Vehicles:** If you have a large vehicle and need special accommodations, please let us know!
8. **Set-Up:** Saturday 7:30 a.m.-10:00 a.m. ALL Food Truck vendors must be set-up in the designated food area.
9. **Tear Down:** Vendors may begin tearing down at 4:00 p.m.
10. **Cleanliness:** Vendors are responsible for keeping their area as neat as possible and leaving the space as they found it. Please dispose of trash into available trash cans throughout the area or carry-out.
11. **No Rain Date:** there is no rain date. The event will be held rain or shine.
12. Vendor spots are mapped out ahead of time, first come-first serve basis and size dependent. Please don't change your assigned spot. ANY changes MUST be approved/coordinated with Wetland Festival personnel upon arrival.

PLEASE NOTE: You must provide all tables, chairs, tents, power supply etc. that your operation requires in a park setting.