

**2010
Carnegie Arts & Heritage Festival
General Registration Form
September 9, 10, and 11**

REGISTRATION DEADLINE: July 1, 2010

NAME _____ PHONE _____

ADDRESS _____ City _____ State _____ Zip code _____

E-MAIL _____ CELL _____

TYPE OF EXHIBITOR (CHECK ONE)

COST PER SPACE (MAXIMUM 2)

- | | |
|---|----------|
| <input type="checkbox"/> Artist –Creative Marketplace | \$175.00 |
| <input type="checkbox"/> Crafter-Creative Marketplace | \$175.00 |
| <input type="checkbox"/> Miscellaneous packaged food/snacks/cookies | \$ 75.00 |
| <input type="checkbox"/> Carnegie Non-Profit, Special Interest | \$ 75.00 |

DESCRIBE WHAT YOU WILL BE OFFERING _____

- ❖ The registration fee covers all three days. Participation on Thursday is preferred but all exhibitors must participate on Friday and Saturday. You will receive no discount if you choose not to exhibit on Thursday.
- ❖ Exhibitors are expected to be open for business during regular Festival hours (see the Rules and Regulations attached)
- ❖ Artists and crafters will be assigned 10' X 10' spaces in the Creative Marketplace tents. 10' X 10' booths will be provided for the miscellaneous food, non-profit and special interest exhibitors. Lights will be strung within the booth and electricity is available for additional lighting, but it is the exhibitor's responsibility to provide any additional lighting.
- ❖ Arts and crafts exhibitors must provide their own display equipment (tables, easels, etc).
- ❖ Set-up time will begin at noon on Thursday and is to be completed by 3:00 pm. If you are not exhibiting on Thursday, set up on Friday begins at noon and must be completed by 3:00 pm
- ❖ The spaces that will be assigned to you will not be changed under any conditions. We try to be fair with all exhibitors when considering the space assigned to you.
- ❖ **Attach 1 or 2 photographs of items that represent your work or, if you have a website which has photos of your work, please enter it here: _____.**

PLEASE READ THE RULES AND REGULATIONS ATTACHED HERE TO AS EXHIBIT "A" BEFORE SIGNING APPLICATION

BY SIGNING BELOW, EXHIBITOR ACKNOWLEDGES THAT HE/SHE HAS READ AND AGREES TO COMPLY WITH THE RULES AND REGULATIONS ATTACHED HERETO AS EXHIBIT "A".

THE UNDERSIGNED HEREBY AGREES TO PROTECT, DEFEND, INDEMNIFY AND HOLD HARMLESS THE CARNEGIE FESTIVAL ASSOCIATION, INC., THE BOROUGH OF CARNEGIE AND THEIR RESPECTIVE AGENTS, EMPLOYEES, OFFICERS AND VOLUNTEERS FROM ANY AND ALL LOSSES, PENALTIES, DAMAGES, SETTLEMENT COSTS, CHARGES, PROFESSIONAL FEES OR OTHER EXPENSES OR LIABILITIES OF EVERY KIND ARISING OUT OF OR RELATING TO ANY AND ALL CLAIMS, LIENS, DEMANDS, OBLIGATIONS, ACTIONS, PROCEEDINGS OR CAUSES OF ACTION OF EVERY KIND IN CONNECTION WITH THIS APPLICATION AND/OR THE PERFORMANCE HEREOF WHICH ARE DUE TO THE NEGLIGENCE OF THE EXHIBITOR OR EXHIBITOR'S OFFICERS, EMPLOYEES OR AGENTS. EXHIBITOR FURTHER AGREES TO INVESTIGATE, HANDLE, RESPOND TO, PROVIDE DEFENSE FOR AND DEFEND THE SAME AT EXHIBITOR'S SOLE EXPENSE AND AGREES TO BEAR ALL OTHER COSTS AND EXPENSES RELATED THERETO.

THE UNDERSIGNED ASSUMES FULL RESPONSIBILITY FOR THE SUPERVISION AND SAFETY OF THOSE WORKING IN THE SPACE PROVIDED FOR THE UNDERSIGNED. THE UNDERSIGNED AGREES TO ABIDE BY ALL FESTIVAL RULES AND REGULATIONS.

[Print Business Name Above, if applicable]

DATED: _____

BY: _____

PRINTED NAME: _____

Include full payment for exhibitor space with check payable to:

**Carnegie Festival
P.O. Box 770
Carnegie PA 15106**

Questions concerning this application should be directed to Jackie Weitzel, 412-279-7179 x 10 or via e-mail at www.jackie@terrasettlements.com Confirmation will be mailed to the participant's mailing or e-mail address upon receipt of the completed application and required fee.

EXHIBIT "A"
RULES AND REGULATIONS

Each exhibitor agrees to abide by the following rules and regulations, which have been adopted by the Carnegie Festival Association, Inc. Board of Directors. Any participant not following these terms will be asked to leave and will not be invited to return.

1. **FESTIVAL HOURS:**

Thursday	4:00 pm to 10:00 pm
Friday	4:00 pm to 12:00 pm
Saturday	12:00 pm to 12:00 pm

2. **SPACE LOCATION AND SET-UP:** Your space will not be assigned until the week before the Festival. In order to allow you a convenient set-up, we will have people posted to assist you in locating your space.

Three-day exhibitors: set-up time begins at noon on Thursday and must be completed by 3:30 pm.

Two-day exhibitors: set-up time begins at noon on Friday and must be completed by 3:30 pm.

3. Exhibitors are expected to be set up and ready to open by the Festival starting times and remain open for business until at least 9:00 pm each day.

4. All sales must occur in the assigned area. Items cannot be transported along the streets for the purpose of sale unless permitted in writing by the Festival Chairperson.

5. Each exhibitor must confine his/her sale facilities to the assigned area and cannot infringe upon an area assigned to others.

6. The Festival Committee will assign the spaces based on the exhibitor's application.

7. If you are selected but do not attend, you will lose your seniority rights, and you will not be entitled to a refund of your application fee. Additionally, you will not be considered as a participant for the following year. (Exceptions may be considered for emergencies)

8. All exhibitors are solely responsible for the erection, operation and removal of his or her display equipment.

9. Exhibitors are not permitted to display, sell or maintain alcoholic beverages or tobacco products, adult or other offensive products.

10. Exhibitors are responsible for all supplies needed to display their products, including but not limited to tables, display racks, easels, etc.

11. This is a rain or shine event. Refunds will not be issued.

12. No refunds of registration fees will be made once an application has been approved.