

# 2016 Colonial Day Craft Vendor

## Rules and Regulations

Colonial Day occurs the second Saturday of September in East Berlin, PA  
(Sponsored by East Berlin Historical Preservation Society (EBHPS))

P. O. Box 73  
East Berlin, PA 17316

### General:

1. All items for sale are limited to quality handcrafts and original art made by the exhibitor. Crafts should predominately reflect the use of natural materials. Kits, imports, mass-produced manufactured items, or commercially-made items are not acceptable.
2. Booth display and all items for sale must be in compliance with the photo submitted with the application.
3. Colonial Day Booth Sign must be prominently displayed in each booth.
4. No discount signs, sale of seconds, drawings, or raffle activity are permitted.
5. The exhibitor's booth must be opened and staffed during all show hours.
6. Exhibitors may not sell, assign, sublet, or permit use by others, in whole or in part, of their assigned space.
7. Exhibitors may not exchange, swap, or trade their assigned space with another exhibitor.
8. EBHPS reserves the right to relocate or remove any exhibitor.
9. Exhibitors may not use powered generators, unless pre-approved by EBHPS.
10. Pets are not allowed.

### Event Day - General:

1. Show time is 8 a.m. to 4 p.m., rain or shine.
2. Exhibitors are responsible for providing their own insurance.
3. Exhibitors are responsible for collecting and reporting PA sales tax on all items consistent with PA sales tax rules. A copy of an exhibitor's PA Sales Tax form should be kept in the booth in case an audit of the show is done.

### Event Day - Set up:

1. Vendor traffic may only move east to west in the West King Street exhibit area during set up from 6 a.m. until 7:30 a.m. Exhibitors may drive up to their assigned booths, unload their goods into their spaces as quickly as possible and then immediately remove their vehicles from the exhibit area to the exhibitors' parking area, prior to set up. During unloading, exhibitors must allow for one lane of clear traffic on the street for emergency purposes. Show volunteers, police, or fire police have the authority to require exhibitors to move their vehicles for noncompliance.
2. Each exhibitor will be issued one (1) vehicle parking pass which will admit one vehicle, at no charge, to our vendor parking lot in the field off North Avenue at the back of the cemetery. (Please see the map included with your acceptance package for this location.) This pass must also be displayed on the vehicle rearview mirror while unloading and loading in the exhibit area.

### Event Day - Set up (continued) :

3. Exhibitors may not have more than one vehicle in the exhibit area at the same time.
4. Exhibitor stands, structures, tables, and displays are to be erected in the street in the assigned space and must face street side.
5. Displays must start at the curb and cannot extend beyond the dimensions of the booth rented. Exhibitors shall not place any items in any walkway and must in no way obstruct neighboring booths or endanger the public.
6. Exhibitors must keep a three feet space on the building-side of the sidewalk behind their booths.
7. It is suggested that exhibitors have canopies covering their exhibit booths. White canopies are preferred. Colored canopies are acceptable, but they must be manufactured canopies. Self-made canopies made of tarps and/or plastic sheets are not acceptable. No logos, slogans, political information, or wording other than the canopy manufacturer's name or the name of the exhibitor will be allowed on any canopy.
8. Exhibitors are required to keep their booths in an orderly fashion with acceptable merchandising displays. Ice chests, food containers, personal items, cardboard boxes, electronic equipment, etc. shall be secluded within or behind the booth.

### Event Day Tear down:

1. Exhibitors may not start booth tear down until 4 p.m.
2. Exhibitors must dismantle and prepare their goods for loading prior to bringing their vehicles into the exhibit area.
3. Vendor traffic may only move east to west in the West King Street exhibit area during tear down from 4:15 p.m. until 5:30 p.m.
4. Exhibitors must remove all their own trash and leave the area as they found it.

### Inspections:

EBHPS members will inspect each booth during Colonial Day:

1. To determine compliance with the *Rules and Regulations*.
2. To require removal of any unapproved items for sale.
3. To require removal of the booth, if exhibitor does not immediately remedy any and all noncompliance with the *Rules and Regulations*.