



79th Annual Dover Days Festival

Dover, DE



Vendor Application

Event Hours:

May 5, 2012 9:00 a.m. - 5:00 p.m.

May 6, 2012 11:00 a.m. - 4:00 p.m.

www.doverdaysfestival.com

800-233-5368 | 302-734-4888



Be a Vendor at the 79th Annual Dover Days Festival Vendor Days: Saturday, May 5 and Sunday, May 6

Come join in the fun, as Dover, Delaware celebrates the exciting history of our First State's Capital City! This year's Dover Days Festival proves to be bigger and better than ever—and you won't want to miss a minute of the many FREE festivities! Held on The Green and Legislative Mall, two beautiful outdoor parks in the historic downtown district, Dover Days unites heritage, tradition and modern attractions into a festival that attracts thousands of visitors each year. Now in its 79th year, Dover Days is one of Delaware's longest running festivals that celebrates First State history — with more than 30,000 people coming from all over the Mid-Atlantic states to celebrate the weekend's events, May 4, 5, and 6, 2012.

Vendor Categories

Crafter/Reseller Vendor:

- ◆ Crafters are persons who craft with their own hands the products they offer for sale. To qualify as a Crafter a majority of the tools and equipment used to produce the craft must require skills and personal handling of the materials. A 10' x 10' space is one booth space; must provide own tables, chairs, and canopies or tents.
- ◆ Resellers are persons who offer products for sale that are available by consultant ordering. For example, Home Interiors, Tastefully Simple, Pampered Chef, Mary Kay, Avon, Thirty One, Cookie Lee. A 10' x 10' space is one booth space; must provide own tables, chairs, and canopies or tents.

Non-Profit Vendor:

- ◆ Non-Profits include churches, civic organizations, clubs, etc. There is no discount for non-profit food vendors. It is required for non-profits to have an EIN number to qualify. A 10' x 10' space is one booth space; must provide own tables, chairs, and canopies or tents.

Commercial/Home & Trade Vendor:

- ◆ Commercial/Home & Trade Booth Space is for use by contractors, building consultants, Realtors and professional service providers, etc. A 10' x 10' space is one booth space; must provide own tables, chairs, and canopies or tents.

Food Vendor:

- ◆ Selling food from a Concession Trailer or a self contained outdoor cooking set-up within a minimum of a 10' x 10' space and up to a 10' x 40' space; must provide own tables, chairs, and canopies or tents.

New this year!

You can now complete your application and submit payment online at www.doverdaysvendor.eventbrite.com or by returning the application on pages 3 and 4.

Vendor Application

- ◆ Event Dates: Saturday, May 5, 2012; **New in 2012!** Sunday, May 6, 2012 (Vendors: You can now choose to participate on Sunday)
- ◆ Early Bird Deadline: March 30, 2012
- ◆ Final Deadline: April 23, 2012

Business Name/Organization: _____

Primary Contact: _____

Cell Phone: _____ Email: _____

Address: _____

City: _____ State: _____ Zip: _____

Non-Profit (must have non-profit EIN number to qualify) Number: _____

Please describe your booth set-up and materials you will be distributing, displaying, or selling.

Vendor Category	If Paid by March 30	If Paid 3/31-4/23	Add Sunday	Total Due
Crafter/Reseller	\$95 (10x10)	\$125	\$25	
Crafter/Reseller	\$190 (10x20)	\$250	\$25	
Non-Profit	\$50 (10x10)	\$75	\$20	
Non-Profit	\$100 (10x20)	\$150	\$20	
Commercial/Home & Trade	\$150 (10x10)	\$200	\$50	
Commercial & Home & Trade	\$300 (10x20)	\$400	\$50	
Premium Space Add \$50 to any above category (30 Spaces Available)				
TOTAL				

Food/Beverage	Prior to April 23	Add Sunday	Total Due
10x10 Foot Space	\$200	\$50	
10x15 Foot Space	\$300	\$50	
10x20 Foot Space	\$400	\$100	
10x25 Foot Space	\$500	\$100	
10x30 Foot Space	\$600	\$100	
10x35 Foot Space	\$700	\$100	
10x40 Foot Space	\$800	\$100	

If additional space is needed, please call our office at 302-734-4888.

Application Information & Requirements:

1. All vendors are required to have a State of Delaware business license. Delaware Division of Revenue 302-577-8778
2. A City of Dover business license is not required.
3. A temporary food establishment permit is required by Delaware Health & Social Services. Delaware Health & Social Services 302-744-1220
4. All food vendors using hot oil or grease MUST have a 10 LB. ABC fire extinguisher at their set up per order of City of Dover Fire Marshal.

The Dover Days Committee reserves the right to:

1. Reassign/change a space if necessary, even on show date. Spaces are not transferable by vendors.
2. Deny a space without a refund to any exhibitor in violation of any rule.
3. Prohibit display of certain products/distribution of materials based on its acceptability to the general public.
4. Eject vendors/visitors from the festival grounds where there is cause.
5. Dover Days is not responsible for theft or damage of exhibitor's displays or property. Exhibitors are responsible for their own space, and agree to reimburse Dover Days for any damage caused by unloading, loading and operations during the festival.
6. Dover Days is not liable for any damage to your equipment, merchandise, yourself or your family, friends or employees working at your booth.

Set Up & Exhibit Information:

1. Saturday: Set up begins at 6 a.m. and must be completed no later than 8:30 a.m. No take downs before 5 p.m.
2. Sunday: Set-up time is 9-10:30 a.m. Only those who participate on Saturday may participate on Sunday. You are likely to be reassigned to a new booth space for Sunday. Sunday festival hours will be 11 a.m. to 4 p.m.
3. No refunds. Event is rain or shine.
4. **Electricity is not available**, with the exception of Food Vendors upon request. Parking is free.
5. Spaces are rented in 10'x10' sections. Spaces are outside at downtown Dover's outdoor park, Legislative Mall, or in a nearby location.
6. We do not supply tables, chairs, canopies, etc. You are renting only the space.
7. Exhibitors may not park a trailer or vehicle in their space unless pre-approved; for example, your trailer is part of you display. You are required to unload and park elsewhere immediately. The Dover Days Committee will tow vehicles that are not moved or left unattended. Do not park in other vendor's space while unloading. Be courteous to other vendors and volunteers.
8. Exhibitors must not block sidewalks, must keep areas clean and remove trash at end of day. Trash receptacles are not for vendor trash.
9. Exhibitors are confined to their allotted space. You may not utilize an empty space or roam around the festival grounds.
10. No loudspeakers or bullhorns may be used. Audio equipment must be approved by the festival committee.
11. Spaces are not guaranteed from year to year. Your location is decided by the Committee.
12. Exhibitors may distribute/sell only what is listed on the application.
13. No alcoholic beverages are permitted on festival grounds.
14. Please do not approach visitors to the festival with your information unless invited to do so.
15. All materials must be displayed on your table and not handed out in front of your space. No wandering on festival grounds to distribute literature, coupons, etc

Payment & Requirements:

1. Applications must be completed, signed and submitted with proper payment before considered accepted.
2. If you have not participated in Dover Days in the past two years, or have changed your company/merchandise, we require a photograph of your booth set-up and merchandise to be sold.
3. Payment for space: After April 11, 2012, payment is accepted by charge card, certified check or money order only.
4. Checks prior to April 11 should be made out to: Dover Days
5. Set up information will be mailed to you late April.

Please Read and Complete, then sign and mail:

Waiver: I assume all risks associated with participating in the Dover Days Festival including but not limited to merchandise being damaged, broken or stolen, inclement weather and all such risks being known and appreciated by me. Having read this waiver and knowing these facts and in consideration of you accepting my entry, I, for myself and anyone entitled to act on my behalf, waiver and release Kent County Tourism, Dover Days, City of Dover and all partners and sponsors, their representatives and successors, from all liabilities of any kind arising out of my participation in the event, even though the liability may arise out of carelessness on the part of the person named in this waiver. I grant permission to all of the foregoing to use any photography, videography or other record of this event for any legitimate purpose. By signing below, you are indicating that you have read and understand the conditions of this application.

I have read & agree to abide by all rules and regulations as stated in the application.

Exhibitor signature

Date

Mail a copy of this completed application, check or money order,
photos and brochures (if required) to:

Dover Days, 435 N. DuPont Highway, Dover, DE 19901.

Phone: 302-734-4888 Fax: 302-734-0167 Email: kctc@visitdover.com