

Monson Summerfest



P.O. Box 113
Monson, MA 01057

Dear Summerfest Friends,

We are preparing for our 33rd Fourth of July celebration to be held on

Wednesday, July 4, 2012.

Join us for a safe, friendly, family, and fun day in keeping with the spirit of the holiday on beautiful Main Street in Monson, Massachusetts!

Those of you who know us are aware that we appreciate you and enjoy your crafts and wares.

You also know that ***RAIN OR SHINE, IT'S SUMMERFEST TIME.***

We look forward to seeing you again.

Please read this letter carefully and then complete and return the enclosed booth application along with your payment no later than the June 25th, 2012 deadline. Booths are assigned in the order of receipt - first come - first served.

We cannot guarantee specific booth locations, however we will do our best to accommodate your requests whenever possible. We know that you understand that from time to time changes must be made - spaces and locations do change, but don't worry, we'll do our best. You know that you can contact us at any time should you have any questions.

Sometimes you'd like your booth to be near a friend or away from an old acquaintance. If you have such a request, please explain under "Special Considerations" listing their name, address, and the product they plan to sell. Again we'll do our best, but no guarantees.

Booth spaces are NO LARGER than 12' X 12'. If you require more room, you will need to purchase another space. We ask that you setup on the sidewalks whenever possible because in most cases this will prevent people from walking behind your booth. All canopies and tents must be free standing we cannot accommodate stakes for support. Level spaces are not guaranteed. Electricity is not provided.

Booth setup is from 6:30 am to 8:30 am. Plan to arrive well prior to 8:30 am when the street will be closed to all vehicular traffic - NO Exceptions. There will be a ***check-in point*** at both ends of the street. Please ***stop and present you reservation postcard*** indicating your reservation and space number and you will be directed to your assigned space.

We ask that you proceed to your space

1. **unload your wares,**
2. **park you vehicle,**
and then
3. **set up your booth.**

This will assist us in maintaining a safe passageway in case of an emergency.

Vendor parking is located behind Monson Savings Bank and the back of the Supermarket and the post office. Handicap parking is available for those in need - please let us know in advance.

Please make all necessary arrangements if you have people changing shifts for your booth because once you are parked inside Monson Summerfest, Inc. boundaries, you cannot leave until the street re-opens at 5:30 pm.

Vehicles parked in NO PARKING zones will be towed at owner's expense.

Booths are typically open from 9:00 am and remain open until 5:00 pm.

Vendors who choose to close their booths early, may take the risk of lost sales, but **you shall not be permitted to bring your vehicle onto the street until 5:00 pm.**

The street will be closed to all vehicles from 8:30 am to 5:00 pm.

Violators will be ticketed.

The street will open to vendors at 5:00 pm and to the general public at 5:30 pm.

(In cases of unforeseen extreme weather, a Summerfest Official will notify you of procedures.)

The safety of you and our citizens is our primary concern.

Thank you for your past support knowing that you will continue to support us in the future.

Sincerely,

Jeanne Bailey

Booth Coordinator

Questions? Home: 413-267-3996

Cell: 413-896-7078

Email: Jeanandken@comcast.net

If you are receiving this letter via email,
please print pages 3 & 4, complete the application, and mail it with your payment.

Monson Summerfest, Inc.
2012 Booth Reservation Application

Date of Event: Wednesday, JULY 4, 2012
Please Print Legibly

Application **Deadline: JUNE 25, 2012**

Company: _____

Number of Booths Requested: _____

Contact Person: _____

Telephone: (_____) _____

Address: _____

Cell: (_____) _____

City: _____ State: ____ Zip: _____

E-Mail _____

My signature indicates that I have read and agree to the conditions set forth in the cover letter and this application.

_____ Date: _____

Signature (Required for Processing.)

Please indicate the number of desired booths.

____ \$125*-Commercial Items

____ \$60**-Monson Non-Profit

____ \$75*-Vendor Generated Crafts

____ \$60**-Food(Monson Non-Profit)

____ \$70*-Non-Profit(Out of Town)

*Fees Non-Refundable if vendor withdraws after deadline

* *(Reserved-Monson Non-Profit Organizations)

PLEASE make checks payable and send to:

Monson Summerfest, Inc. Attention BOOTH PO Box 113 Monson, MA 01057

A \$25.00 Fee will be assessed for "BOUNCED" checks. No Cancellation refunds will be issued after the deadline date. A \$10.00 late fee will be assessed on ALL reservations made after the deadline date. List ALL Items to be sold: (Use reverse if necessary.)

The Summerfest Committee reserves the right to prevent the sale of any merchandise which they deem inappropriate. The sale or distribution of banned or illegal items, such as fireworks, will be cause for immediate shut down of your booth without a refund.

Special Consideration Request (Can NOT be guaranteed): _____

Continued on back.

Upon receipt of your application, you will receive a postcard regarding acceptance or non-acceptance in response to your application.

PLEASE BRING THAT CARD WITH YOU ON JULY 4TH!

Present it to the Summerfest Official at the check-in area.

We will attempt to accommodate special consideration requests for wheelchair and or handicap accessibility. We will also try to accommodate special requests for water and electricity, however final arrangements are the vendor's responsibility and can NOT be guaranteed.

The MONSON SUMMERFEST COMMITTEE thanks you for your support in the past, and the years to come. We hope that you enjoy this day as much as we do. Let's work together and if there is anything that we can do to help or make the day go smoothly, please let us know and we will do the best that we can.

Questions? Call Jeanne Bailey

Home: 413-267-3996 Cell: 413-896-7078 Email: jeanandken@comcast.net

-----Please do NOT write below this line-----

Date of Payment/Reservation: _____

Confirmation Number: _____

Amount of Payment: _____

Check Number: _____

Notes: _____

Number of Booths: _____

Space(s) Assigned: _____

Location: _____

Booth Type:

COMMERCIAL

CRAFT

FOOD

Monson NON-PROFIT

Out of Town NON-PROFIT