



## **Heritage Art & Craft Vendor Registration Form**

The Lake Wales Museum will host the 44<sup>th</sup> Annual Pioneer Days Festival on Saturday & Sunday, October 26 & 27, 2019 from 9 AM – 5 PM each day. Our mission is to preserve and share the unique culture, history, heritage arts, and traditional skills as they were in the past.

This year's Pioneer Days Festival aims to enhance the variety and presence of artisan and craft vendors. We are looking for heritage arts, handmade crafts including handmade/blown glass, homemade and organic bath and body products, baskets, candles, prepared culinary gifts, clothing and accessories, kitchen accessories, home goods, and holiday décor, decorative painting and folk arts, sculpture, woodcraft, metalwork, pottery, outdoor & garden accessories, furniture, gourds, jewelry, leather goods, quilts & textile items.

Heritage art and craft vendors are welcome to display and sell products, and are provided a 10' x 10' space for a \$100 vendor fee. Vendors are responsible for collecting sales tax.

## Heritage Arts & Craft Vendor Rules and Guidelines

- It is \$100 for a 10' x 10' area for a heritage art & craft vendor. Complimentary snacks are provided in the vendor hospitality tent throughout the festival. An additional lunch options is available for purchase.
- Heritage arts and craft vendors agree to provide ONLY quality, unique heritage arts and handmade craft products for sale.
- All vendors and space assignments will be approved and made in the order your registration was received. It is first come, first served.
- Wifi, water and electric are available. Generators are not allowed.
  - Do you need electric?    YES            NO
  - Do you need water?       YES            NO
- Traditional clothing is encouraged, but not mandatory.
- All vendors are subject to the approval of the Pioneer Days Committee.
- Vendors are required to be present throughout the duration of the festival.
- No smoking is allowed around vendor exhibit spaces.
- Vendor fees payments are due with your required advanced registration by August 16, 2019. Fees are non-refundable, but are transferable.
- The event is rain or shine.
- Vendors may set-up their booth anytime between 10 AM – 5 PM on Friday, October 25, 2019, or between 6 – 9 AM on Saturday, October 26, 2019. ***It is highly recommended and encouraged for vendors to set up on Friday. The Lake Wailes Park will be monitored by security at night throughout the weekend.***
- Vendors must be open by 9 AM on Saturday, October 26, 2019, and remain open for the entire duration of the festival. Early breakdown is NOT permitted.
- Vendors must be in the main gate by 8 a.m. on Saturday, October 26, 2019, and move ALL vehicles to the vendor parking area by 8:30 AM.
- In the event the Lake Wales Museum cannot hold Pioneer Days for whatever reason, all registration fees will be refunded to the vendor. In the event a vendor must cancel his/her booth, all fees are non-refundable.
- All vendors are responsible for the removal of all vendor materials and equipment on Sunday, October 27, 2019 from 5 – 8 p.m. Any vendor materials and equipment left at your booth will be disposed of the next day.
- For a list of local accommodations, please see the enclosed Lake Wales Museum Preferred Hotel Listing or contact the Lake Wales Chamber of Commerce at 863.676.3445 or [www.lakewaleschamber.com](http://www.lakewaleschamber.com).

Hold Harmless: The City of Lake Wales, its agents, and its employees, and the Lake Wales Museum and its representatives release it/themselves of responsibility for damage, loss, or injury incurred in relation to this event.

**I agree to Pioneer Days Vendor Rules & Guidelines**

Signature of Contact Person \_\_\_\_\_

**Registration Checklist**

- Vendor Information
- Book Description
- 3-4 Photos of your artwork/craft/educational demonstration
- Signature

**Vendor Information**

Organization\_\_\_\_\_

Main Contact Person\_\_\_\_\_

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

City/ST/Zip\_\_\_\_\_

Work Phone\_\_\_\_\_Cell Phone\_\_\_\_\_

Email\_\_\_\_\_

Website\_\_\_\_\_

**Booth Description**

Briefly describe your historical heritage demonstration as it relates to the authenticity of your related products and goods. Specifically include all product descriptions of actual items you plan to sell. Please attach 3-4 samples of your product with brochures and/or photos.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please let us know any other booth contacts for your organization.

\_\_\_\_\_

\_\_\_\_\_

**Lunch Option**

**Do you want to participate in the Vendor Lunch at the Hospitality Area?**     YES     NO

If so, please fill out the number of each for each day, add to your payment information and send back with your registration.

Lunch will be served in the Hospitality Tent from 11 AM – 1 PM each day.

Menu – Boxed lunch and/or family style sandwiches, salads, drinks and dessert.

Complimentary snacks and drinks will be available for vendors throughout each day of the festival.

**Payment Information**

10x10 Booth space x \$100.00 = \$100.00

Sat 10/26 - Optional Vendor Lunch \_\_\_\_\_ x \$10.00 = \_\_\_\_\_

Sun 10/27- Optional Vendor Lunch \_\_\_\_\_ x \$10.00 = \_\_\_\_\_

**TOTAL ENCLOSED** = \_\_\_\_\_

Check or Cash enclosed

Charge to my: Visa MasterCard Discover Amex

Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Name on Card: \_\_\_\_\_ V-Code: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City/ST/Zip \_\_\_\_\_

Signature: \_\_\_\_\_

**All payment information will be used for processing payments and then shredded for your security.**

Mail registration to:  
**LAKE WALES MUSEUM**  
Attn: Pioneer Days  
325 S Scenic Highway  
Lake Wales, FL 33853

Email registration to:  
jdhollander@lakewalesfl.gov  
Subject: Vendor Application

Thank you for being a Pioneer Days vendor and sharing your talents with the community!

<b>For Internal Use Only</b>		
Date Received: _____	Space #: _____	Paid
Received By: _____	Paid By: <input type="checkbox"/> Cash <input type="checkbox"/> Check # _____ <input type="checkbox"/> CC	Amount: _____