



Company Name: \_\_\_\_\_

## VillageFest Application Process Checklist

- Letter of Intent** Explains the vendor's intentions for showing their goods. Should include anticipated status (year around or seasonal booth); duration of attendance, frequency of shows.
- Marketing or Collateral for Merchandising Products** (such as brochures, rack cards, business cards, etc).
- Photos of Artist and Showroom or Studio** Detailed photos showing the creation process with 1) photos of raw material 2) photos of work in process [at least 5] for each item requesting approval of 3) photos of finished product. You may also provide video or a live demonstration of the creation of your product at the board meeting. If adequate number of photos not met, application process will be delayed.
- Photo of Booth Layout with Business Name Sign**
- Receipts for Raw Materials** used to make craft.
- \$26 Non-Refundable Application Fee**, also include copy of Driver's License or Government Issued Identification.
- Completed and Signed Application.**
- For Entertainment Vendors: Please submit a sample of your music, to be played at Board Meeting**

Per the VillageFest Board of Directors:

Adopted on October 19, 2004

### Office Use:

- |   |  |
|---|--|
| <input type="checkbox"/> Contact Sheet                | <input type="checkbox"/> Cords, Power strips, duct tape- 300 Watts per booth |
| <input type="checkbox"/> Insurance-No Refunds         | <input type="checkbox"/> Notices   |
| <input type="checkbox"/> Business license-No Refunds  | <input type="checkbox"/> Absenteeism   |
| <input type="checkbox"/> Health permit                | <input type="checkbox"/> Business Cards, cell number, payment number         |
| <input type="checkbox"/> Space Fee                    | <input type="checkbox"/> Neighbors   |
| <input type="checkbox"/> Space Number                 | <input type="checkbox"/> Weather   |
| <input type="checkbox"/> Vendor Access Pass           | <input type="checkbox"/> 2 weeks notification- departure/return              |
| <input type="checkbox"/> Permit Placard               | <input type="checkbox"/> Heater/Fans   |
| <input type="checkbox"/> Loading/unloading map        |  |
| <input type="checkbox"/> 5-10 or 6-10 traffic buttons |  |
| <input type="checkbox"/> Payments by 15 <sup>th</sup> |  |

Participation (circle one)    Annual    Season 1    Season 2    Standby

Business License \_\_\_\_\_ Insurance \_\_\_\_\_

Health Permit \_\_\_\_\_