



## SEEKING HAND CRAFTERS & ARTISTS for the “*Holiday Market*” at *Festival of Trees*

The 23rd Annual Festival of Trees  
will be held December 8-10, 2017.

The **Holiday Market** will take place on December 9<sup>th</sup> and 10<sup>th</sup>.

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### HOLIDAY MARKET DETAILS:

- **Date/Time:**
  - Saturday, December 9<sup>th</sup>
    - 9:00 am to 6:00 pm
  - Sunday, December 10<sup>th</sup>
    - Noon to 4:00 pm
- **Location:**
  - Central PA Institute of Science & Technology (CPI)
    - 540 North Harrison Road Bellefonte, PA 16823



### CHOOSE WHAT'S BEST FOR YOU...

- **OPTION 1: HALLWAY VENDOR:** Approximately 16-20 vendor tables (8' x 18") will be available in the hallway leading down to craft room and children's activity rooms. Due to the hallway location, we ask that you cover up your table and secure items on Saturday and reset for Sunday.

#### Hallway Vendor Price:

- \$60.00 - 8' x 18" Table with two chairs

- **OPTION 2: CRAFTROOM VENDOR:** Approximately 15 vendor booths (10' x 10' space) will be available.

#### Craft Room Vendor Price:

- \$100.00 - 10' x 10' space - includes One Table with two chairs

- **Sign-Up:**
  - **A non-refundable minimum deposit of \$50 is required with all applications.**
  - You must include three photos of your products (via e-mail or enclosed with application.
  - Checks payable to Centre County United Way.
  - **Vendor Fee is due in full by Friday, December 1<sup>st</sup>, 2017**

- **Taxes:**
  - Vendors must have a current valid Pennsylvania Tax Number.
  - Tax License must be on display inside the booth at all times.
  - Vendors are responsible for collecting and submitting Pennsylvania Sales Tax.

## EVENT DETAILS:

- **Electricity in Booths:** **\$10 fee**
  - Limited electricity available.
  - Vendors are responsible for bringing their own extension cords and surge protectors.
  - CCUW and CPI have the right to request any unnecessary items be unplugged.
- **Set-Up/Teardown:**
  - For Hallway Vendors (Option 1):**
    - **Vendor Set-up will be Saturday, December 9<sup>th</sup> at 7:30am.** Hallway vendors in the hallway will be asked to close up their area on Saturday evening to ensure security of their belongings. Teardown will be immediately after the festival closes on Sunday, December 10<sup>th</sup> at 4:00pm, and it must be completed no later than 6:00 pm.
  - For Craft Room Vendors (Option 2):**
    - **Vendor Set-up will be Saturday, December 9<sup>th</sup> at 7:30am.** Vendors in this area will not have to close up their booths on Saturday evening, as these rooms will be locked. Teardown will be immediately after the festival closes on Sunday, December 10<sup>th</sup> at 4:00pm, and it must be completed no later than 6:00 pm.
- All Vendors (Option 1 & 2):**
  - Vendors are responsible for all display materials, including tables and extra chairs.
  - CCUW and CPI are not responsible for any items lost or damaged.
- **Guidelines:**
  - All items for sale must be handcrafted, specialty items.
  - Various Price Points are encouraged!!
  - No Food Items are allowed.
  - Please include 3 photos of items along with application.
  - Booth must be open for business and staffed during all hours of the festival. (excluding Friday evening, and Saturday evening from 6:00-9:00, as the Holiday Market will be closed).

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If you have any questions, please contact Beth Shaha at (814) 238-8283 or [beth@ccunitedway.org](mailto:beth@ccunitedway.org).

Thank you for your interest in the 2017 Festival of Trees.  
Beth Shaha, *Special Events Coordinator*

Centre County  
United Way



