

6th Annual Downtown HARVESTFEST- October 10, 2009

"Celebrate the Change of Seasons"

2815 2nd Avenue North

Billings, MT 59101

Phone: 294-5060

Billings Downtown
Starts here.

TO: HarvestFest Vendors
FROM: Mikal Young, Marketing/Events Coordinator
RE: 2009 HarvestFest
DATE of Event: October 10, 2009
Deadline: September 25, 2009



HarvestFest is right around the corner and Downtown Billings has been busy planning for the change of seasons. Downtown Billings along with our **HarvestFest** sponsors are inviting everyone to come Downtown, **UNDER SKYPOINT**, for a day of fun with entertainment, food, and shopping. The sixth Annual **HarvestFest** is **Saturday, October 10th from 9 am to 3 pm**. The Downtown streets will be closed (*Broadway, from 1st Ave. North to 3rd Ave. North, and 2nd Ave. North from 27th to 29th Street*).

All organizations are encouraged to participate. **HarvestFest** serves as a great fund-raising opportunity for non-profits and provides excellent exposure for other businesses. You can sell food, drink and/or gift and craft items and keep 100% of your proceeds.

These spaces **will be juried** and efforts will be made to select a mixture of exhibits. **All artists and crafts people are required to send photographs** accurately depicting your booth set up and good examples of your work that will be sold at **Harvestfest**. Please do not send original photos because they will not be returned.

The entry fee is **\$60.00 for a 10' x 10' space (OUTDOORS) plus \$15 for EACH 110v 20 amp electrical outlet**. **If you are planning on using multiple coffee pots or other devices that use ample amounts of electricity, you will most likely need more than 1 outlet!** Also, you will need to provide your own canopies, tables, decorations, extension cords, and etc. Our fees help cover promotional costs of the event and supports annual Downtown Events and decorations. **Vendor Spaces cannot be "reserved."** Placement is random and according to electrical needs. We will randomly place organizations needing electricity as entry forms and payment arrive. When all electrical spaces are filled entries requesting electrical will be returned. Non-electrical spaces will be filled next.

If your organization would like to be part of this Change of season celebrations, complete and **return the enclosed entry form** to the Downtown Billings office **by September 25th**. You will receive a confirmation letter with placement around the 1st of October. Once confirmation letters are sent, booth fees are non-refundable. If you have any questions or concerns please feel free to call Mikal Young at 294-5060 or email to mikaly@downtownbillings.com

See you in Downtown Billings, Fall Festivals start here!

www.downtownbillings.com

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Vendor Entry Form

Please Return by September 25th, 2009

Name of Organization _____

Address _____ City _____ State _____ Zip _____

Contact Name _____ Phone Number _____

E-Mail Address _____

Describe the item(s) that you plan to sell: _____

Do you need power? (110 volts 20 amp) \$15 ea. outlet - extra Fee: Yes _____ No _____ # of outlets _____
(If you will need power remember to bring your own extension cords AND Power locations are very limited...)

List items you plan to plug into outlets: _____

NOTE: VENDOR SPACE PLACEMENT WILL BE BASED UPON ELECTRICAL NEEDS AND A RANDOM SPACE NUMBER DRAWING

The streets will be closed to traffic at approximately 6:00 am. You may begin to set-up on the sidewalk as early as necessary after the streets are closed. **Please include entry fees with this form: Vendor Fees: \$60 per space PLUS \$15 for each 110 outlet**

If you have any questions or concerns please feel free to call Mikal at 294-5060



Vendor Participation Fee = \$60.00

_____ of Electrical Outlets @ \$15.00 each = _____

Late fee applies for applications not received by September 25th, 2009= \$15.00 _____

Total Enclosed: _____

- WAIVER PLEASE READ! -

The above named HarvestFest Participant will hold the Downtown Billings Association, the City of Billings, Yellowstone County, and all event sponsors et al. harmless from any damage, expense, or liability arising from any injury or damage to said Participant, his Agents, Servants or Employees or to the property of said Participant. The Participant hereby agrees to indemnify the Downtown Billings Association, The City of Billings and Yellowstone County for any and all damages, claims or disbursements made for or on behalf of the Participant.

Signature/Title _____ Date _____

(Authorized Representative)

Mail the application **ALONG WITH FEE PAYMENT** to:
Downtown Billings , 2815 2nd Ave. North, Billings, MT 59101

www.downtownbillings.com