



## 2020 Vendor Application

(Food vendors must complete separate application)

Application Deadline – March 27, 2020

Event Date: May 2, 2020

Location: Downtown Dover DE

Vending Time: 9a.m.- 3p.m.

Setup: 6a.m. – 8:30a.m.

Thank you for your interest in the 87<sup>th</sup> Annual Dover Days. Dover Days is a nationally recognized event supported by local partners and heightened media coverage. Dover Days is a Delaware tradition bringing generations together as we celebrate our history and heritage.

Booth space is limited to encourage unique vendors in addition to giving festival goers more room to roam, walk, and discover all Dover Days festivities, including our eclectic vendors! Selection is based on quality and skill of workmanship, unique ideas, and an attractive booth display. All information must be complete for consideration. Applications received in non-compliance will be returned. This is an application only and in no way reserves a booth space and shall not be constructed as a contract or agreement.

### A completed application must include the following:

1. Three Current photographs of your product, one current photo of your display
2. A list of the last 3 shows you participated in as reference
3. Booth Fee (booth fees will be returned if the jury does not select your application)

Business Name/Organization: \_\_\_\_\_

Primary Contact: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Only Non-profit organizations:** (must have non-profit EIN number to Qualify) EIN Number: \_\_\_\_\_



**Set-Up & Exhibit Information:**

1. Saturday: Set-up begins at 6 a.m. and must be completed no later than 8:30 a.m. No take downs before 3 p.m.
2. **No refunds for any reason.** Event is rain or shine.
3. **Electricity is not available.**
4. Parking is free.
5. Spaces are rented in 10'x10' sections. Spaces are outside at Legislative Mall, or in a nearby location.
6. We do not supply tables, chairs, canopies, etc. This is a space rental only.
7. Vendors must not block sidewalks, must keep areas clean and remove trash at end of event. Trash receptacles are not for vendor trash.
8. **Vendors may not park a trailer or vehicle in their space unless pre-approved;** for example, the trailer is part of the display. You are required to unload and park elsewhere immediately. The Dover Days Committee will tow vehicles that are not moved or left unattended. Do not park in other vendor's space while unloading. Be courteous to other vendors and volunteers.
9. Vendors are confined to their allotted space. You may not utilize an empty space or roam around the festival grounds.
10. No loudspeakers or bullhorns may be used. Audio equipment must be approved by the festival.
11. Spaces are not guaranteed from year to year. Your location is decided by the Committee.
12. Vendors may distribute/sell ONLY what is listed on your application, and ONLY in your allotted space — no roaming the festival grounds to sell or distribute products, coupons, samples or literature of any kind. Please do not approach visitors with your information unless invited to do so. All materials must be displayed on your table and NOT handed out in front of your space.
13. Selling of live animals is strictly prohibited at this festival. Anyone seen selling any type of live animal will be asked to immediately pack and leave.
14. No alcoholic beverages are permitted on festival grounds.

**Payment Information:**

1. Applications must be completed, signed and submitted with proper payment before considered accepted. Certain vendors (food, rides, pets, etc.) are required by the City of Dover to have insurance. Food vendors are not considered registered until insurance is approved. Please call 302-741-8200 for more information.
2. Checks should be made payable to Delaware State News. Returned check fee is \$50.
3. Set-up information will be emailed to you in April.

**Please Read & Complete, then sign, make a copy for yourself and mail:**

WAIVER: I assume all risks associated with participating in the Dover Days Festival including but not limited to merchandise being damaged, broken or stolen; inclement weather and all such risks being known and appreciated by me. Having read this waiver and knowing these facts and in consideration of you accepted my entry, I, for myself and anyone entitled to act on my behalf, waive and release Kent County Tourism, Dover Days, City of Dover and all partners and sponsors, their representatives and successors, from all liabilities of any kind arising out of my participation in the event, even though the liability may arise out of carelessness on the part of the person named in this waiver. I grant permission to all of the foregoing to use any photography, videography or other record of this event for any legitimate purpose. By signing below, I agree that I have read this waiver and all rules and regulations, and understand the conditions of the application.

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**Vendor Signature**

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**Date**

## Vendor Categories

All vendors are responsible for providing their own tables, chairs, canopies or pop-ups, and electricity. A 10'x10' space is one booth space. This is a ● ● ● event and all vendors are outside. The majority of vendors will be on the street (pavement) and will not be able to stake tents down. ■

### **Artisan/Crafts Vendor:**

- Crafters are persons who craft with their own hands the products they offer for sale. To qualify as a Crafter, a majority of the tools and equipment used to produce the craft must require skills and personal handling of the materials.

### **Resellers:**

- Resellers are persons who are retailers of goods such as hats, t-shirts, etc. or consultant sales such as: Home Interior, Tastefully Simple, Pampered Chef, Mary Kay, Avon, Thirty-One, Cookie Lee.
- **NOTE:** We do not provide exclusiv unless tied to sponsorships as noted. Example: More than one Avon, Tastefully Simple, etc. are welcome to vend at Dover Days.

### **Non-Profit Vendor:**

- Non-profit vendors include churches, civic organizations, clubs, etc. There is no discount for non-profit food vendors. It is required for non-profits to have an EIN number to qualify.
- This is a sidewalk location.

### **Commercial/Home & Trade Vendor:**

- Commercial/Home & Trade booth space is for use by contractors, building consultants, Realtors®, insurance sales, home food sales, entertainment facilities, gyms, education, day care, senior care, pools/spas, mowers, professional service providers, etc.

### **Sponsorship Opportunities:**

- Get increased value with a sponsorship, many of which include a vendor space.
- For more information