

2024



*Kiwanis Club of Saugerties presents*  
**Hudson Valley Garlic Festival™**

Dear Vendor:

The Kiwanis Club of Saugerties is excited to invite you to apply to the 2024 festival. We had a very good turnout last year and hope that this year's festival will see similar numbers again this year. Our focus this year will be to improve on the changes that were made in 2023 including maintaining 3 feet of unobstructed space between each booth. Again, this year, we will have 10'x10' (1 tent) and 10'x 20' (up to 2 tents across the front of your booth) booth spaces.

All vendors that have not paid our onetime Wi-Fi fee of \$50.00 in the past will be required to pay this fee in addition to the standard booth fees in 2024.

This year is our 3<sup>rd</sup> year having a Zero Waste festival. We expect that all returning vendors will identify deficiencies and report them to our Zero Waste Team so that composable products are collected from your booth throughout the festival and do not wind up in the trash. We will continue to work at making this process easier for our vendors but need you to commit to this project and work together with us and our new vendors to make this program successful for all. For additional information regarding the Zero Waste program please see pages 3 & 4 of the Rules and Regulations.

If you are interested in participating in this year's festival, please complete the attached application for the 2024 Hudson Valley Garlic Festival™. This year our festival will again be a two-day event to be held September 28<sup>th</sup> and September 29<sup>th</sup> at Cantine Field in Saugerties, NY. The admission fee will be \$15 per day at the gate with advanced purchase discounts available online and in local stores for \$10.00 with senior tickets available at \$8.00. There will be no discounts available at the Gate. Children under 12 are admitted free when accompanied by an adult.

The Kiwanis Club of Saugerties continues to work hard to make this a unique event that celebrates garlic and the harvest season. We thank you if you have been a vendor in the past and would like to remind our new vendors that your product must reflect or complement our garlic theme. We expect all vendors to make a conscious effort to have an attractively decorated booth which reflects the harvest season and complies with Town of Saugerties Building Department regulations that require all decorations be non-flammable. Safety is important; please make sure that your tent/canopy is securely anchored to prevent it from becoming a dangerous, airborne projectile as high winds do occur at Cantine Field during this time of year.

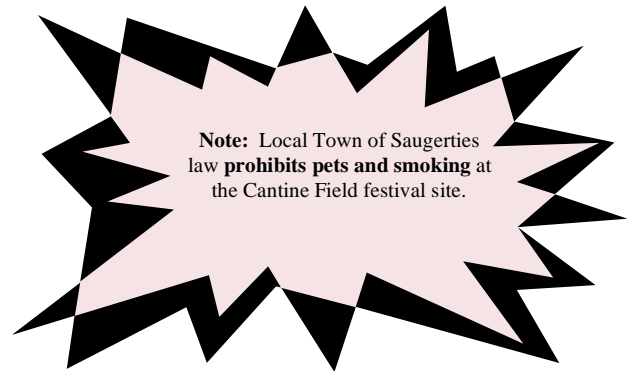
If interested, please complete the attached application and return it to me at the below address. Note that incomplete applications will be returned. **Applications must include a #10 (9 1/2 inch by 4 1/8 inch) self-addressed stamped envelope with 90¢ postage that we will use to send you your setup instructions, admission passes, and vehicle passes.**

Send your completed application including your vendor fee to:

Kiwanis Club of Saugerties  
c/o Richard Kappler, D.C.  
15 Schirmer Avenue  
Saugerties, NY 12477

With garlic on my breath,

Richard Kappler, D.C.  
Kiwanis Club of Saugerties  
Committee Chairman  
*Hudson Valley Garlic Festival™*



P.S. If you have any questions, please call me at 845-246-2391 between 8:00 pm and 10:00 pm only. If this time is inconvenient for you, please email <kappler.HVGF@gmail.com> your question and indicate when a good time to call, during the following week.

Please note the last page, which lists important regulations regarding cooking, tents and electric panels. Failure to comply with these Town of Saugerties regulations will result in dismissal from the festival grounds.



# BUSINESS OR PACKAGED FOOD VENDOR CONTRACT

## Kiwaniis Club of Saugerties

### Hudson Valley Garlic Festival™



Please complete, sign & return with your check and all documentation to the address indicated on cover letter (Pg. 1). A copy will be signed by Festival Management & returned to you for your files if accepted. You may wait until accepted to send in your certificate of insurance.

This AGREEMENT is made this \_\_\_\_\_ day of \_\_\_\_\_ 2024, between HUDSON VALLEY GARLIC FESTIVAL™ herein referred to as “FESTIVAL MANAGEMENT” and \_\_\_\_\_ herein referred to as “VENDOR” for exhibition space in the Garlic Marketplace area for the Hudson Valley Garlic Festival™ to be held on Saturday, September 28 & Sunday, September 29, 2024, at Cantine Memorial Field in Saugerties, NY.

Exhibition space will be 10' x 16' (1 tent) or 20' x 16' (up to 2 tents) depending on which booth frontage you chose. Each vendor must bring their own tent. Failure to do so will result in exclusion from consideration for future festivals. Total rental fee for the two days is \$340.00 or \$390.00 depending on which size booth you request. Vendors that have **not** participated in the Hudson Valley Garlic Festival since 2022 will be required to pay a one-time Wi-Fi assessment fee of \$50.00. Fees should be paid to the Hudson Valley Garlic Festival. VENDOR requests permission to display and sell the following SPECIFIC PRODUCTS. Please list all items in the box below. Any product or item not specified in the contract will not be allowed anytime during this contract period. SPECIFY ALL PRODUCTS IN DETAIL. (Attach additional sheet(s) if necessary. Remember to describe how your product(s) will compliment or enhance our garlic theme.) No vendor shall have an exclusive on any product. If you are new vendor include photos of your booth and some of your product line. (The statement “Same as Last Year” is not an acceptable description; you must provide description.) I will have all photos at the festival; if you would like them returned to you, just ask.

I have attached \_\_ additional sheet(s)

**NEW YORK STATE SALES TAX:** VENDOR must possess a valid N.Y.S. Sales Tax I.D Number, if applicable. VENDOR must provide FESTIVAL MANAGEMENT with a photocopy of a current permit issued by the N.Y.S. Sales Tax Bureau prior to the festival. **VENDORS REQUIRED TO COLLECT SALES TAX WILL NOT BE ALLOWED TO SETUP WITHOUT THIS CERTIFICATE.**

**INSURANCE:** Once accepted VENDOR must furnish FESTIVAL MANAGEMENT with a Certificate of Insurance with liability limit of no less than \$1,000,000 naming Kiwanis Club of Saugerties, its directors and officers as “additional insured” and Cantine Field as the premises for the event. Also, VENDOR will indemnify and hold harmless the HUDSON VALLEY GARLIC FESTIVAL™ and the KIWANIS CLUB OF SAUGERTIES, its officers and directors, from all claims arising from any act of omission of the VENDOR.

I have read the accompanying Guidelines and Rules, & Regulations and agree to abide by them. I further understand that the vendor fee is non-refundable and the Festival is held rain or shine.

Please fill in the information below. If you are selected to participate, we will include information about your business on the festival website. Please check here  if you want this information to appear on our website. (PLEASE PRINT)

BUSINESS : _____	OWNER : _____
STREET ADDRESS : _____	STREET ADDRESS : _____
CITY/STATE/ZIP : _____	CITY/STATE/ZIP : _____
TELEPHONE : _____	TELEPHONE : _____
WEB SITE : _____	EMAIL ADDRESS : _____
# OF ADMISSION PASSES REQUIRED : _____	# OF VEHICLE PASSES REQUIRED : _____

\_\_\_\_\_  
SIGNATURE (OWNER)      TITLE : \_\_\_\_\_      DATE : \_\_\_\_\_

Check here:  I am a returning vendor who, if accepted, prefers the same location that I had in previous years.

For Kiwanis Club Use Only  ACCEPTED BY: HUDSON VALLEY GARLIC FESTIVAL™  Richard Kappler, Festival Committee Chair	<table style="width: 100%; border-collapse: collapse;"> <tr> <td><input type="checkbox"/> Contract</td> <td><input type="checkbox"/> Certificate of Insurance</td> </tr> <tr> <td><input type="checkbox"/> Pictures</td> <td><input type="checkbox"/> Self-addressed stamped envelope</td> </tr> <tr> <td><input type="checkbox"/> 10'x16' vendor fee (\$340.00)</td> <td><input type="checkbox"/> Photocopy of Sales Tax</td> </tr> <tr> <td><input type="checkbox"/> 20'x16' vendor fee (\$390.00)</td> <td><input type="checkbox"/> I'm not required to collect sales tax</td> </tr> <tr> <td><input type="checkbox"/> \$50.00 Wi-Fi fee if required</td> <td><input type="checkbox"/> Signed copy of rules &amp; regulations</td> </tr> </table>	<input type="checkbox"/> Contract	<input type="checkbox"/> Certificate of Insurance	<input type="checkbox"/> Pictures	<input type="checkbox"/> Self-addressed stamped envelope	<input type="checkbox"/> 10'x16' vendor fee (\$340.00)	<input type="checkbox"/> Photocopy of Sales Tax	<input type="checkbox"/> 20'x16' vendor fee (\$390.00)	<input type="checkbox"/> I'm not required to collect sales tax	<input type="checkbox"/> \$50.00 Wi-Fi fee if required	<input type="checkbox"/> Signed copy of rules & regulations
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ALL DOCUMENTS (plus the full vendor fee) MUST BE MAILED AND **POSTMARKED BY June 30, 2024**. You will receive a response by August 1, 2024 or soon thereafter. Submission of your application does not guarantee acceptance.



**VENDOR AGREES TO COMPLY WITH THE FOLLOWING  
RULES AND REGULATIONS DURING THE  
HUDSON VALLEY GARLIC FESTIVAL™  
September 28th & September 29th 2024  
(page 1 of 4)**



**ALCOHOLIC BEVERAGES:** Consumption of alcoholic beverages on premises during Festival hours is **strictly prohibited**. If VENDOR or their worker/volunteer violates the above rule, that VENDOR will be barred from participating in future Festivals.

**VENDOR FEE:**

1. VENDOR Fee: VENDOR understands that once accepted, the fee is non-refundable and that the Festival is held rain or shine.
2. The Fee entitles VENDOR to a 10' x 10' or 10' x 20' space at the Festival. The Festival Management will supply no tables, chairs, tents, etc.

**SETUP:**

1. Booth setup may begin at 12 noon on Friday, Sept. 27<sup>th</sup>, ending at 6:00 PM. VENDOR may also set up on Saturday, Sept. 28, 2024 from 6:00 AM to 9:00 AM, at which time all vehicles must be removed to the vendor parking area. Festival entrances will be locked to all vehicles at 8:30 AM sharp on both Saturday and Sunday.
2. There will be no booth setup on Sunday, Sept. 29<sup>th</sup>, except to restock your inventory (see #2 under HOURS). Security of the Festival grounds will be provided on both Friday and Saturday nights. However, while diligent efforts will be made to protect vendor booths and their contents, **neither the Kiwanis Club of Saugerties nor the Town of Saugerties will be held responsible or liable for loss or damage to property.**
3. If you are bringing a tent or any other setup that requires that holes be put into the ground, please state such on the contract.
4. It is your responsibility to securely anchor your booth, as the autumn wind and weather can be severe at Cantine Field.

**RESTRICTIONS ON MERCHANDISE:**

**CRAFT VENDORS**

1. All items must have been handcrafted by you or by someone directly under your supervision. Reselling items made by others is not allowed.
2. Some of your crafts must relate to the garlic theme of our festival. Other items that you've handcrafted may be sold, with approval of the Festival.
3. NO MEDICINAL OR FOOD ITEMS OF ANY KIND.

**BUSINESS OR PACKAGED FOOD VENDOR:**

1. Your products must reflect the garlic theme of our festival. Token representation will not be tolerated.
2. Food products must be packaged in such a way that the intention is for off-premise consumption (i.e. bottled and sealed jams, jellies, vinegar, and salsa). You must either grow some amount of the packaged food yourself, or you must buy the food locally (within your state or region). You may give away tiny samples of food without a N.Y.S. Health Permit. If you sell food for consumption directly on premise you must apply as a FOOD VENDOR. Please call for details.
3. NO MEDICINAL ITEMS, INCLUDING HEMP AND THC PRODUCTS, OF ANY KIND.

**FOOD VENDORS:**

You must have one line of food that includes flavoring with the significant use of fresh garlic. (Shaking garlic powder on hamburgers does not qualify that as a food flavored with the significant use of fresh garlic.) Festival Management encourages the use of fresh garlic in the preparation of all foods sold at the Festival. Food Vendors are required to use compostable disposables that have been previously approved for this event. There is a list of acceptable disposables and the regulations included in this document and posted online at [www.hvgf.org](http://www.hvgf.org).

**GARLIC GROWERS:**

You may sell garlic that has been grown by you on your premises and garlic braids and wreaths made by you or your employees. You may also sell any other fresh produce that you have grown on your premises, but 85% of what you sell must be fresh garlic.

**GARLIC GROWER PLUS:**

In addition to the above you may sell bottled products and other inventory relating to garlic. **You may not sell medicinal products, including hemp or items containing THC, of any kind.** Again, what you sell must be made from fresh garlic grown on your farm. Bottled products should not include drinks intended to be consumed during the festival, because that encroaches on the Food Vendors' territory.

**HOURS:**

1. The Festival gates open to the public at 10 AM on Saturday and Sunday and close at 6:00 PM on Saturday and 5:00 PM on Sunday. The booth exhibit must be in order by 9:30 AM on both Saturday and Sunday. Vendor may not close their booth prior to 6:15 PM on Saturday and 5:15 PM on Sunday without prior written permission, email your request and your response will be your permission.
2. If Vendor wishes to remove inventory/equipment from booth on Saturday evening, he/she may do so after 6:30 PM and up to 8:00 PM. The booth must be restocked and vehicles removed by 9:30 AM on Sunday.
3. Vendor will be open for business from 10:00 AM to 6:00 PM (Saturday) and 10:00 AM to 5:00 PM (Sunday) regardless of the weather. The FESTIVAL MANAGEMENT must approve, in writing, any deviation from posted hours.
4. Vehicles are not permitted in the festival's public areas between the hours of 9:30 AM and 6:30 PM on Saturday and 9:30 AM and 5:30 PM on Sunday.

**A FOOD VENDOR AGREES TO COMPLY WITH THE FOLLOWING  
RULES AND REGULATIONS DURING THE  
HUDSON VALLEY GARLIC FESTIVAL™  
September 28th & September 29th 2024**



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**VENDOR PASSES**

1. Vendors will be issued non-transferable passes restricted to persons working in the booth with their setup instructions no later than two weeks prior to the Festival. It is expected that your booth may require up to 6 passes for persons working during the Festival.
2. If additional passes are required to operate concession, please specify the circumstances.
3. Vendor passes are non-transferable. Anyone caught transferring his/her pass to anyone else will have their pass revoked permanently and may be barred from the Festival grounds.
4. **YOU ARE ALLOWED TO HAVE ONE VEHICLE, NO CAMPERS OR BUSES, PARKED BEHIND YOUR BOOTH. ADDITIONAL VEHICLES MUST BE PARKED IN THE DESIGNATED VENDOR PARKING AREAS.**
5. All vehicles parked behind the vendors booth or in the designated parking areas must have a vendor parking permit attached to the back of their rear-view mirror.

**DECORATIONS AND HOUSEKEEPING:**

1. The colors used in decorating for the Hudson Valley Garlic Festival™ must include the colors of Fall, i.e. rust, orange, purple and lavender. This is a guideline; you may use things that harmonize with those colors, the season, and your product(s). **No dried vegetation or flammable decorations are allowed in or within 3 feet of your booth per Town of Saugerties Building Department regulations.**
2. Table displays must be covered and decorative.
3. All booths **must have their booth number prominently displayed at least 6' high on the front right corner** of their booth set-up throughout the festival hours. See last page for details.
4. The Kiwanis Club of Saugerties continues in our quest for Zero Waste to reduce the amount of trash being generated and sent to the landfill by our festival. Housekeeping of the exhibit areas and its immediate vicinity will be the responsibility of the vendor. Volunteer staff will be trained in the separation and removal of the various materials. Please do your part by identifying where the nearest recyclable/compostable tent is to your booth and asking attendees to take their trash there for disposing. Packing for all items that will be disposed of at the festival must be compostable. So that we can clean the grounds for Sunday's festival goers please be sure to follow the following instructions before leaving on Saturday night:
  - a. Cardboard boxes must be flattened, stacked and tied prior to leaving and placed neatly in a pile in front of your booth for collection.
  - b. Food Waste and other compostable items must be placed in the receptacles lined with compostable bags and marked "FOOD WASTE" Your booth will be serviced throughout the event by volunteers. The goal is not have food waste collect at the booth. If you have any waste collecting at your booth during the festival send a text to 845/532-2371 with your booth number and request to have trash picked up.
  - c. By removing the food waste, there will be a significant reduction to the refuse. Any remaining refuse must be bagged and tied each night & placed in front of your booth for removal.
  - d. Recycleables will be collected by the volunteers on an as needed basis.
  - e. At the end of the Festival, your area must be left as you found it – pristine and clean – with all refuse bagged or tied for easy removal.
  - f. Failure to abide by the above will result in a \$50 fine.

**SOUND SYSTEMS AND HAWKING:**

1. No hawking of any kind is permitted.
2. There will be no amplified systems allowed in the food/craft/business/farmers areas. This includes bullhorns, portable radios or anything of a similar nature.
3. For those booths that, prior to the festival, are cleared for sound amplification (i.e. radio stations, TV stations), the level of amplification should be no more than would be heard in a 28-foot radius.

**ELECTRICITY:**

1. **ELECTRICITY WILL NOT BE AVAILABLE** in the craft/business/farmers area.
2. No electrical generators will be allowed.

**SUBLETTING OF BOOTH SPACE:** Subletting of booth space is strictly prohibited.

**PETS:** Pets will not be permitted on the Festival grounds. **THIS IS A TOWN OF SAUGERTIES LAW.**

**SMOKING:** Smoking is not permitted inside the festival grounds. **THIS IS A TOWN OF SAUGERTIES LAW.**

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**HVGF – 2024 / MANAGING WASTE**

In 2020 Ulster County passed a Zero Waste Resolution and a Food Scrap Reduction Law. New York State enacted the Plastic Bag ban and Styrofoam ban, in addition to a statewide Food Scrap Recovery and Reduction Law.

The 2024 Hudson Valley Garlic Festival (HVGF) has set a goal to eliminate more than 90% of the refuse that is sent to the landfill. To accomplish this goal, the HVGF will continue to work with Greenway Environmental Services who has experience in designing and implementing Zero Waste Systems.

HVGF vendors will be required to bring only compostable disposables to the festival. Greenway has compiled a list of brands and items that are acceptable and outlets where they can be purchased. There is a lot of confusion about the acceptability of some items that are advertised as being “compostable”, when in fact they are plant-based materials that are blended with petroleum-based materials.

Vendors will be instructed on how to separate the materials generated from their booths:

- food waste including the compostable disposables
- corrugated cardboard
- cans and bottles
- trash

This year people will be periodically inspecting the materials that are generated at your booths. Any vendor who is found using an unapproved item will not be allowed to continue selling at the festival. They will have to close their booth and wait until the end of the festival to leave the site. Vendors who are non-compliant will not be invited back to participate in next year’s Garlic Festival.

With a team of volunteers, the HVGF will increase the collection service of the separated items on a regular schedule.

A list of acceptable compostable disposables will be included in this document. The list is posted on the website: [www.hvgf.org](http://www.hvgf.org) If there is a product you would like to substitute, please contact Josephine Papagni of Greenway. You can reach her by calling or texting 845-656-6071. If you text a question, you could also include a photo of the item or the box. You can also email Josephine at [greenway777@aol.com](mailto:greenway777@aol.com). She will work with you to get an approved product that will work for you.

**NOTES ABOUT COMPOSTABLE MATERIALS**

- Products with 100% PLA (poly lactic acid) **are acceptable**
- Products with the #7 inside the triangle with PLA underneath **are acceptable**
- Untreated paper plates and cups, (sometimes coated with PLA) **are acceptable**
- Products that combine PLA with polyester, or PLA with polypropylene, **are NOT acceptable**
- Cornstarch mixed with polyester are **NOT acceptable**.
- BPI certified **does NOT** ensure that the products can be safely composted
- In fact, “Biodegradable” just means that materials break down over time, **NOT the same as composting**.
- Green Washing has become very sophisticated and not always easy to identify. We will make consumers aware of the “bad actors”

Material that is well vetted and is correctly composted produces an end product that has a valuable role in our local landscapes. The highest uses for food waste compost is to make a filter medium that cleans water and to reliability return the fertility to our soils.

Please continue to check the Hudson Valley Garlic Festival website ([www.hvgf.org](http://www.hvgf.org) ) for updates about the best materials to order for your festival outreach. And do not hesitate to contact Greenway at 845-656-6071 with any questions or concerns.

Thank you for participating in the demonstration for our Zero Waste Festival. We are proud to work together for this very worthy goal.

VENDOR AGREES TO COMPLY WITH THE FOLLOWING  
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# FOOD WASTE COLLECTION

## YES – O.K. TO PUT IN FOOD WASTE

- Vegetables / Fruit
- Meat
- Bones
- Coffee Grinds
- Tea Bags
- Paper towel
- Paper napkins
- Compostable Disposables
- Soiled Card Board

### USED COOKING OIL:

- Put in sealed containers for pick up with food waste

## NO – DO NOT PUT IN FOOD WASTE

- Plastic (film, bottles, bags, gloves, cups, cutlery)
- Milk cartons (foil lined, plastic coated, etc.)
- Glass
- Newspaper, Office Paper, Corrugated
- Steel
- Aluminum (cans, foil, etc.)
- Batteries
- Personal Hygiene Products

**Have Questions? Need Assistance?**  
Call GREENWAY @ 845-656-6071

Hudson Valley Garlic Festival



**Zero Waste**

### TO VENDOR:

Read these Rules and Regulations, sign and return along with your Contract, the booth fee, Certificate of Insurance, copies of required permits, and a photocopy of your N.Y. Sales Tax ID #. Failure to comply with any and all regulations may result in your application not being considered for one or more (or all) future festivals, depending upon the severity of the violation. The decision of the Hudson Valley Garlic Festival committee is final.

\_\_\_\_\_  
VENDOR NAME

\_\_\_\_\_  
VENDOR SIGNATURE

\_\_\_\_\_  
TELEPHONE NUMBER

\_\_\_\_\_  
DATE

# TOWN OF SAUGERTIES

## DEPARTMENT OF SAFETY AND BUILDINGS

4 High Street  
Saugerties, NY 12477



Tel. (845) 246-2800  
Town contact: Alvah Weeks, Jr. (x333)  
Fax. (845) 246-0461

### Propane tank used for cooking:

- Must be a safe distance from areas of travel and combustibles.
- Must have safety release valves pointed away from pedestrians, cooking area and tents. Supply gas lines may be required to be lengthened.
- All tanks shall be adequately protected from potential tampering, damage from vehicles and other hazards.
- Must be securely fastened in place to prevent unauthorized movement of tanks.

### Cooking areas:

- A 5 foot neutral zone must be maintained between cooking and serving areas.
- Cooking equipment must be kept a safe distance from combustibles.
- Outdoor cooking equipment that produces sparks or grease laden vapors shall not be set-up within 20 feet from any combustibles, tents, straw bales, etc. i.e. smoked pork cookers
- All food vendors must have appropriate fire extinguishers. i.e. vegetable, animal oils and fats require a class K rated portable extinguisher

### Children's tents or assembly tents:

- Occupancy loads of 10 – 199 persons require two means of egress 36" wide. It can have a curtain if a contrasting color from tent.
- Tents with seating should have 44" aisles. Add 1' of aisle width per 50 additional occupants using that aisle.

### Tents:

- Must be adequately roped, braced and anchored to withstand the elements of weather and prevent against collapse.
- Certification relative to flame resistance of the fabric in compliance with Section 2706.3 1-5 of the Fire Codes of New York State.
- Areas within and adjacent to the tents shall be maintained clear of all combustibles.

### Electric Panels:

- Areas where panels are accessed or receptacles are utilized and panel doors remain open must be protected from collision and tampering, and areas must be delineated from pedestrian traffic.

Note: all unobstructed passageways or fire roads not less than 12' wide and free from guy ropes or other obstructions shall be maintained at all times.

## For the Festival Program and the Web Site:

If you participate in the Hudson Valley Garlic Festival, we must include information about you and your wares in the festival program. Please include the information below that you would like to appear in the program. After the festival, we will include that same information on our Web site; unless you check off the box below, indicating that you don't want that information to appear on the Web site.

Check here if you **do not** want the information below to appear on the [www.hvgf.org](http://www.hvgf.org) Web site.

Name of business or booth: \_\_\_\_\_

Name of owner(s): \_\_\_\_\_

Address of business: \_\_\_\_\_

Phone number(s): \_\_\_\_\_

Web site for your business: \_\_\_\_\_

email address for your business: \_\_\_\_\_

Description of your product to be listed on the website\*:

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\* Print legibly and be descriptive, but please don't overdo the adjectives.



***PLEASE BRING YOUR OWN BOOTH NUMBERS***

As you're decorating your booth, please include a prominently displayed sign (minimum 8  $\frac{1}{2}$  inches by 11 inches) that includes your assigned booth number in large letters.

This will help bring traffic to your booth, for those visitors who have found you in the festival program, and now want to locate you on the grounds, using the program's centerfold map as a design.