Dear Exhibitor:

In 2016, as we celebrate 24 seasons of producing more than 122 arts & crafts events, we are pleased to announce an exciting lineup of five (5) arts & crafts festivals! Four of our shows have made Sunshine Artist’s top 100 and two of our Christmas Shows have been rated the #1 Christmas shows in Pennsylvania!

Please review our 2016 show schedule as follows:

Our 2016 Show Schedule begins with our 17th Annual Pittsburgh Arts & Crafts Spring Fever Festival, returning to the Monroeville Convention Center, March 18-20. The Monroeville Convention Center is centrally-located and typically draws attendees from Allegheny, Westmoreland, Washington & Indiana counties. All spaces are indoors in one 50,000 ft² exhibit hall with on-site storage. Easy move-in and move-out make exhibiting at this festival a breeze!

The 23rd Annual Pennsylvania Arts & Crafts Christmas Festival will once again be held at the Washington County Fairgrounds over two weekends--October 14-16 and 22-23. Rain, shine, sleet and snow, this show has proven to be a favorite ‘must see’ event for customers year after year. We use six heated buildings on the fairgrounds for the craft booths. The Christmas Festival has achieved a ranking in Sunshine Artist’s Top 100 and has been ranked as high as #19 in the country!

The 22nd Annual Pennsylvania Arts & Crafts Labor Day Festival will be held September 2-5, Labor Day Weekend at the Westmoreland Fairgrounds. The festival offers both indoor spaces located throughout six buildings and outdoor spaces, which are situated along the roadways that connect the buildings. The Labor Day Festival also offers musical entertainment and children’s activities to attract new visitors, as well as our regular customers! This festival was named in Sunshine Artist’s Top 100 and has been ranked as high as #19 in the country!

The 7th Annual West Virginia Arts & Crafts Christmas Spectacular returns to the Ruby Community Center at Mylan Park, November 11-13. These dates are confirmed as WVU plays ‘away’ on Nov. 12. We are excited to announce that Friday is Veteran’s Day, which is a federal holiday! The venue boasts over 50,000 square feet of exhibit space in one huge hall, vendor storage area, acres of free on-site parking adjacent to the facility and an easy move-in and move-out.

The 19th Annual Greater Pittsburgh Arts & Crafts Holiday Spectacular returns to the Monroeville Convention Center, November 18-20. This festival has been named as the highest ranked Christmas show in Pennsylvania! The festival enjoyed a fantastic attendance in 2015 and we look forward to returning to this fabulous facility! The venue offers acres of free customer parking, easy move-in & move-out and multiple on-site storage areas.

We anticipate an excellent response to all 5 festivals. Please note the tentative application deadline of January 31! We cannot save any space and cannot assume that any exhibitor will be returning. Applications are reviewed and accepted until each show is filled. Applications will not be reviewed unless accompanied by the appropriate payments/deposits, inventory lists and photos.

Please know we have spaces available for new exhibitors at each show and we encourage you to submit an application. We require that you send a detailed inventory list and high quality photographs of your merchandise, as this is our only way to determine what you will be displaying. We desperately need new, high-quality photographs to use in some of the programs. Even if you have been with us for years, please send some good, quality photos! We may be able to feature your work in one of our festival programs!

If the application deadline date has passed and you decide you would like to participate in a show, please call us to see if there are any openings available. We look forward to reviewing your application. Thank you for your interest and support! If you have any questions about the enclosed application, please call or email us!

On behalf of everyone at Family Festivals Association, Inc., best wishes for a successful 2016 show season!!!

Sincerely,

David Stoner
President/Owner

Festival specifications & requirements on the reverse side of this cover letter. Please keep this page for your records!

Copyright 2016 Family Festivals Association, Inc.
Festival Specifications & Requirements

1. **Set-up, ‘Spring Fever’** Thurs March 17, 9am-8pm; Fri March 18, 7am-9:30am. **‘Labor Day Festival’** Thurs Sept 1, 9am-8pm; Fri Sept 2, 7am-9:30am. **‘PA Christmas’** Thurs Oct 13, 9am-8pm; Fri Oct 14, 7am-9:30am; Fri Oct 21 10am-3pm. **‘WV Christmas’** Thurs Nov 9, 10am-8pm; Fri Nov 11, 7am-9:30am. **Holiday Spectacular** Thurs Nov 17, 8am-8pm; Fri Nov 18, 7am-9:30am.

2. **Tear-down, ‘Spring Fever’** Sun March 20, 4:15pm-9pm. **‘Labor Day Festival’** Mon Sept 5, 5:15pm-10pm; Tue Sept 6, 9am-noon. **‘PA Christmas’** Sun Oct 23, 5:15pm-10pm. **‘WV Christmas’** Sun Nov 13, 4:15pm-9pm. **Holiday Spectacular** Sun Nov 20, 5:15pm-10pm.

3. **Merchandise:** Festival Management will determine through its selection process whether merchandise is acceptable. Exhibitor can display or sell only accepted merchandise as listed on the attached application. All types of arts, crafts and commercially produced merchandise will be considered.

4. Exhibitors may not sublet any portion of their space to another exhibitor. Exhibitors may not display or sell other exhibitors’ merchandise without prior approval by Festival Management. Exhibitors may not submit an application on behalf of another exhibitor or submit an application under an assumed name.

5. **Exhibitor** is responsible for being in compliance with any and all Pennsylvania and/or West Virginia sales tax requirements. PA Dept. of Revenue can be reached at 724-832-5283 or www.revenue.state.pa.us. West Virginia Dept. of Revenue can be reached at 304-558-3333 or www.wva.state.wv.us/wvtax. Exhibitor must provide their sales tax license number at least 30 days prior to each festival.

6. We recommend that each exhibitor carry Comprehensive General Liability Insurance at their own expense.

7. Food and beverage items may not be sold or distributed by arts & crafts exhibitors. Food & beverage vendors have the exclusive right to sell these items and distribute samples. Any craft exhibitor selling edible items will be required to submit a food vendor application and carry liability insurance.

8. There is no longer a dress code requirement for the Labor Day Festival (formerly the Colonial Festival)!

9. Exhibitor’s display cannot interfere with adjacent exhibitors or extend into aisles or beyond your clearly marked, assigned booth space.

10. No radios, televisions or public address systems permitted in your booth without prior authorization from Family Festivals Association. No cat calling or calling out to customers! You must remain in your booth space!

11. No alcohol and no smoking is permitted in or near your booth or in buildings at any time!

12. Only service animals as defined by the Americans with Disabilities Act are permitted into the festival. Therapy and emotional support animals are not recognized by the ADA.

13. Nothing shall be nailed, stapled or otherwise affixed to the walls, floors, or any other part of the exhibition buildings or festival grounds.

14. Merchandise may be left set-up in the buildings or outdoor booths each day. We highly recommend that outdoor exhibitors place their inventory in the indoor buildings, storage trailers or take them home each day. Neither festival management, the sponsors, nor the facility owners assume responsibility for damages or theft of your booth and/or merchandise.

15. All electrical extension cords and electrical plugs must be the 3-wire, grounded, heavy-duty type, and U.L. approved. Electric may be limited to a certain wattage in each booth if a problem occurs with power outages.

16. Exhibitors must be in compliance with and booth materials must conform to all local fire regulations.

17. Exhibitors will be assigned an exhibitor’s parking area. All exhibitors, booth workers, helpers, etc. must park in areas designated by Family Festivals Association. Please keep vehicles on paved areas and roadways only when setting up and tearing down your booth. Violators will be towed at owner’s expense. You are not permitted to park your vehicle or trailer next to your booth. No vehicles permitted inside buildings! Do not park in ‘Paid RV Parking’ spaces unless you have reserved and paid for RV/stock vehicle parking.

18. Exhibitor’s booth must be staffed and open during all event hours. You are permitted up to 2 persons per booth space rented.

19. Exhibitors are encouraged to demonstrate their art/craft during the festival. This adds greatly to the festival and your booth.

20. Bulk rubbish and trash must be taken to the designated trash areas before, during, and after each show day. Decorating materials must be removed the last day of the festival. Dumpsters or a garbage truck are available for bulk garbage. Please keep your booth clean and uncluttered. Do not use the public waste containers, they are provided for the customers’ use only. Exhibitor is responsible for a broom clean booth after the show.

21. **Festival management will provide a list of area hotels/motels. We recommend you contact them early as many of them may be sold out. Festival management makes no recommendation regarding the service, quality, cleanliness or safety of these properties.**

22. **Family Festivals Association, Inc. will not be liable for refunds or any other liabilities whatsoever for the failure to fulfill this contract due to reasons of the enclosure in which the festival is to be produced, being before or during the show is destroyed by fire, or other calamity, or by an act of God, public enemy, strikes, statutes, ordinances or legal authority or any other act beyond the control of Family Festivals Association, Inc. which makes it impossible or impractical to hold the festival.**

23. **Festival management reserves the right to provide the contact information, including names, phone numbers, email addresses, etc., of exhibitors and/or vendors to customers and/or media.**

This contract shall be deemed to have been made in the State of Pennsylvania & shall be interpreted in accordance with the laws of such state. In the event that legal action is required to enforce this contract or any of the terms thereof, such action shall be brought in the Courts of Westmoreland County, Pennsylvania, and the exhibitor expressly consents the jurisdiction of such courts. The parties agree to accept service of process in such action by ordinary mail sent to their business addresses as set forth in this contract. This cover letter, specifications and requirements, and application/contract (4-pages total) represent the entire agreement between Family Festivals Association, Inc. and the exhibitor. Exhibitor agrees to pay for attorney fees for Family Festivals Association, Inc. and exhibitor for any action brought by exhibitor.

Copyright 2016 Family Festivals Association, Inc.
### Exhibitor Application and Contract • 2016 Festivals • 5 Shows!

**Full Payment Must Be Received With Application!**

#### Pittsburgh Arts & Crafts
**Spring Fever Festival**
March 18, 19, 20, 2016
Fri & Sat 10-5, Sun 10-4
Monroeville Convention Center
Monroeville, PA

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Booth size 10' x 10'

#### Pennsylvania Arts & Crafts
**Labor Day Festival**
Sept. 2, 3, 4, 5, 2016
Fri 10-5, Sat & Sun 10-6, Mon 10-5
Westmoreland Fairgrounds
Greensburg, PA

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Booth size 10' x 10'

#### Pennsylvania Arts & Crafts
**Christmastime Festival**
Fri 10-5, Sat's 10-6, Sun's 10-5
Washington County Fairgrounds
Washington, PA

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Booth size 10' x 10'

#### West Virginia Arts & Crafts
**Spring Festival**
Nov. 11, 12, 13, 2016
Fri & Sat 10-5, Sun 10-4
Ruby Comm.Ctr. at Mylan Park
Morgantown, WV

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Booth size 10' x 10'

#### Gtr. Pittsburgh Arts & Crafts
**Holiday Spectacular**
Nov. 18, 19, 20, 2016
Fri 10-9, Sat 10-6, Sun 10-5
Monroeville Convention Center
Monroeville, PA

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Booth size 10' x 10'

#### Pennsylvania Arts & Crafts
**Christmas Festival**
Oct. 18, 19, 20, 2016
Fri 10-5, Sat's 10-6, Sun's 10-5
Monroeville Convention Center
Monroeville, PA

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Booth size 10' x 10'

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**YOU MAY PAY BY CHECK OR CREDIT CARD.**

If paying by check, make a SEPARATE CHECK for EACH festival to which you are applying.

Make checks payable to: FAMILY FESTIVALS ASSOCIATION, INC.

If paying by credit card, please complete the following information:

<table>
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<th>Card Number (Please print clearly)</th>
<th>Expiration Date</th>
<th>3-Digit Security Code</th>
<th>Billing Zip Code</th>
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Name on Card (Please Print)____________________________________________________

I authorize Family Festivals Association, Inc. to charge my credit card for all deposits AND charge my credit card for all balances on the balance due dates listed above for each festival that I am accepted into.

Cardholder Signature__________________________________________________________

The following Late Fee Charges will apply if you miss the above listed “Balance Due” Dates (No exceptions): $25 Fee if balance due is received 7 to 14 days past the “Balance Due” date listed above. $50 Fee if balance due is received 15 to 21 days past the “Balance Due” date listed above. Your space may be filled with a wait list exhibitor if your “Balance Due” is not received within 21 days from the “Balance Due” dates listed above for each festival. You will still be responsible for all booth fees and late charges if you are in default for any reason on this contract. Please be aware of the “Balance Due” deadlines for all payments for each festival and the penalties for late payment. Notices will NOT be sent regarding balance due dates for booth fees.

Copyright 2016 Family Festivals Association, Inc.
List your Art/Craft/Merchandise (All) Ex.-Wood, floral, jewelry, etc.

A DETAILED list of items to be sold must be included on a separate sheet of paper !!!

Photos: **ALL applications must include two to three (2-3) photos of your merchandise.** One or two photos will be kept if you are awarded booth space or placed on a waiting list. If you want remaining photos returned, you must include a business sized, self-addressed, stamped envelope with required postage. Digital photos may be submitted via email to info@familyfestivals.com. Please include exhibitor’s name with digital submissions.

**If accepted into any festivals, how do you want to receive pre-show information? Please check one:**

[ ] EMAIL (Please be sure your email address is correct and legible)  [ ] HARD COPY BY MAIL

List the number of flyers you would like to distribute prior to each festival (pads of 100):

`Spring Fever`  `Labor Day`  `PA Christmas`  `WV Christmas`  `Holiday Spectacular`  

**If accepted, I will purchase advertisement space in the festival program at the PA Christmas, WV Christmas, and/or Holiday Spectacular festivals. Please check one:** Yes  No  (Advertising fees will be $30.00 per ad).

**Acceptance of Festival Specifications & Requirements and the Application and Contract:**

If accepted, I/we the applicant(s) (hereafter the “Exhibitor”) have read this Application and Contract, and festival Specifications and Requirements (listed on the back of the cover letter), and agree to abide by them in full. Exhibitor further agrees that if accepted, Exhibitor forfeits the deposit and the entire booth fee, if Exhibitor cancels out of any festival. The undersigned Exhibitor and his/her agents or assign(s) do expressly, forever and irrevocably release the Family Festivals Association, Inc., (**"Family Festivals"**) its officers, directors, shareholders, producers, managers, employees and agents, and the owners of each of the festival sites (together the "Released Parties") of and from any liabilities, damages, injuries or losses, of any kind or nature, which may arise from the licensing and/or participation by the Exhibitor in any festival. Exhibitor and its agents, heirs and/or assigns hereby irrevocably agree to indemnify, defend and hold harmless the Released Parties from and against any and all liabilities, damages, injuries, claims, losses and costs (including reasonable attorney’s fees) related to or resulting from: (i) Exhibitor’s violation of the Specifications & Requirements and/or the Application and Contract; (ii) personal injury caused to any third party by Exhibitor and/or Exhibitor’s merchandise and/or Exhibitor’s agents, employees and/or representatives; (iii) Exhibitor’s participation in any festival; (iv) Exhibitor’s use or sale of any items or materials which violate or allegedly violate any copyrights, trademarks, patents or other rights of any third parties (including but not limited to, intellectual property rights); and (v) any violation of or failure to comply with any applicable state, federal or local laws, regulations, statutes, and/or ordinances by Exhibitor or its agents and/or representatives, including but not limited to obtaining any required license(s) and/or permit(s). Exhibitor agrees that this is not a lease but only allows the Exhibitor to use the space provided for the duration of the festival. Exhibitor understands that if not accepted into a particular festival, fees submitted for that festival will be kept and applied to another festival(s) that Exhibitor is accepted into. If this Application is accepted, Exhibitor gives permission to Family Festivals to use Exhibitor’s name and/or company name, address, telephone number, slides submitted and any photographs or videotape taken at the festival of Exhibitor or Exhibitors items for any and all purposes. Family Festivals reserves the right to accept or reject any craft/merchandise based upon Family Festivals’ selection process, at any time, without liability of any kind or nature. Exhibit space not occupied by 10:00 am on the first day of the festival will result in forfeiture of the exhibit space, and the space will be filled with a "wait list" exhibitor. Additionally, this shall be deemed a violation of the Contract and Exhibitor may be canceled out of future shows at the discretion of Family Festivals, with no refunds. All checks returned for non-sufficient funds (NSF) will be assessed a $35.00 service fee for each check. Exhibitor also understands that if Exhibitor displays items in its booth that were not included and approved when this Application was submitted, Exhibitor will be required to remove them and/or face expulsion from the festival. Family Festivals, at its discretion, may change the opening or closing hours of the festival each day. Exhibitor may not display or sell another exhibitor’s merchandise or share their space with another exhibitor unless approved by Family Festivals. Exhibitor must be open during all event hours. Family Festivals reserves the right to move any festival to another site without refund to Exhibitor. Family Festivals reserves the right to have offenders of any of these Specifications and Requirements and Applications and Contract removed from any festival without refund. If Family Festivals cancels a festival, a full refund of booth fees will be returned to the Exhibitor with no further financial obligation, liability or penalty to Family Festivals. The Specifications and Requirements and the Application and Contract, as well as the Acceptance of the same, shall be deemed to have been made in the Commonwealth of Pennsylvania and shall be interpreted in accordance with the laws of such Commonwealth without regard to conflicts of law provisions of any jurisdiction. In the event that legal action is required to enforce this contract or any of the terms thereof, such action shall be brought in the Courts of Westmoreland County, Pennsylvania and the Exhibitor expressly and irrevocably consents to the jurisdiction and venue of such courts. The parties agree to accept service of process by ordinary mail sent to their business addresses as set forth herein. This Acceptance, Specifications and Requirements, and Application and Contract (4-pages total) represent the entire agreement between Family Festivals and Exhibitor with regard to the subject matter hereof and supersede all prior or contemporaneous agreements or understandings, whether written or oral with regard to such subject matter. Exhibitor agrees to pay for attorney fees for Family Festivals and Exhibitor for any action brought by Exhibitor. Acknowledging all of the foregoing terms and provisions and the terms and provisions set forth in the Specifications and Requirements and the Application and Contract (all of which are hereby incorporated by reference and made a part hereof), by affixing its signature below Exhibitor hereby agrees to be legally bound by all such terms and provisions. Family Festivals reserves the right to change or alter the Specifications and Requirements and the Application and Contract or the terms of this Acceptance at any time, upon notice to Exhibitor.

Exhibitor Signature       Date

Family Festivals Association, Inc. Signature       Date

Have you included the following with your application? Incomplete submissions will not be considered.

☐ Fully completed application, must be Signed and Dated.
☐ Self-addressed, stamped, business-sized envelope MUST be included with application.
☐ Separate Check(s) for each festival payable to Family Festivals Association, Inc., including all applicable fees, or completed credit card information.
☐ Two to three (2-3) photos of your merchandise.
☐ An inventory list of the items you will be selling.

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