



October 6, 7 & 8, 2018
Boothbay Railway Village
Route 27, Boothbay, Maine

Location and Setting: The Boothbay Railway Village is located on Route 27, seven miles from Route 1 in Boothbay.

The Museum is a 501(c)3 non-profit museum featuring an eclectic collection of railroad, automotive and household items common to Maine from 1850 – 1950. All Museum exhibits are open and available to those who pay admission to the Festival. During Fall Foliage Festival steam-train tickets are sold separately for \$5 each.

The Festival activities - from vendor booths to entertainment, and special activities to picnic areas - are all located on the Museum's Village Green, a four-acre lawn surrounded by historic buildings. There is live music throughout the weekend, a children's corner (Saturday only) sponsored by the Boothbay Sea & Science Center and the Boothbay Harbor Memorial Library, giant pumpkin carving, and much more. The Fall Foliage Festival is a family tradition, this is our 51st year!

Fall Foliage Festival typically attracts between 2,350 – 2,900 visitors annually. Despite being hit by part of Hurricane/Tropical Storm Nate on both Sunday and Monday; 2017 paid attendance was 2289. We are targeting a minimum audience of 3,500 for 2018. Admission is just \$4, free for children 12 and under as well as Museum Members.

Show Hours:	RAIN OR SHINE!	
	Saturday, October 6	9:00 am – 5:00 pm
	Sunday, October 7	10:00 am – 4:00 pm
	Monday, October 8	10:00 am – 4:00 pm

Field layout: A 2018 field layout is attached. Some small changes have been made based on your suggestions. Be sure to check the 2018 numbering before requesting a prior year booth number. Returning vendors are given first choice of booth location until June 1, 2018. After that, booths will be assigned based on the original date your completed application and payment arrive to us. If your 1st, 2nd or 3rd choice are not available we will contact you by phone or email for next steps.

Planned in partnership with the Boothbay Region Information Center

Vendor Types & Fees: Fees are the same whether you participate on one or all days. Booth fees for standard booths are increasing by \$10 this year now that the Festival is permanently going to be a three-day event. The increase will directly support additional advertising including through our marketing partnership, Maine's Pumpkin Trail.

Food vendors:	\$85 per 10 X 20 booth space
Artists & Makers of crafts, fine art or products	\$85 per 10 X 20 booth space
Non-profit, exhibit only:	Free
Non-profit, selling crafts or conducting a fundraiser:	\$25
Non-profit, selling food:	\$50

Vendors may only sell products that they make by hand or manufacture themselves. Resale of mass produced merchandise such as Avon, Mary Kay, Tupperware, and Scentsy are not permitted. If you are unsure if you qualify, please call the show organizer.

Vendors may share spaces if all products in the booth space meet the requirements above.

Vendors must provide all booth fittings including tents, tables, chairs, etc. Vendors with mobile units like food trucks or trailers that will be within your booth space must be smaller than the 10 X 20 booth space or you will need to reserve two adjacent spaces. We recommend that you supply a photograph of your set-up with your application and make any notations about clearance required, etc.

Our festival is rain or shine. Occasionally, we have been hit with heavy rain and/or high winds. We highly suggest that you use a commercial grade tent with significant weights. Our priority is guest safety and we're serious about not driving into the show area without permission. However, in extreme circumstances know that we will work with you to load out and/or relocate your booth. In 2017, we even went so far as to invite vendors into some of the exhibit areas. Please be prepared for the weather! It has been our observation that regardless of the weather serious shoppers do still come to the fair and want to spend money with you.

Non-profit organizations may request to have a table and two chairs in the Town Hall for exhibit space or selling crafts or they may have a 10 X 20 booth space outdoors and supply their own tent, tables, chairs, etc. If requesting space in the Town Hall, please simply write 'Town Hall' on the line for your booth preference. Political activity, including lobbying for candidates, specific legislation, circulating petitions, etc is prohibited.

It is your responsibility, as a vendor, to comply with all local, state and federal laws including the collection of sales tax.

All fees are due at the time of registration. Fees are non-refundable. Exhibit space will be assigned in order of reservation. The earlier you book, the better your location!

Load-In: Set-up will be on Friday, October 5 from 12:00 pm to 6:00 pm or from 6:30 am to 8:30 am on Saturday, Sunday and Monday. All vendors must be unloaded by 8:30 am and cars removed from the event area. You may continue to set-up past that time but your vehicle must be moved. Gates will open at 9:00 am on Saturday, 10:00 am on Sunday and Monday, your booth must be complete by that time.

Vendor Check-In: When you arrive to the Museum for load-in pull across the tracks to the gates adjacent to the large white Town Hall. A team member will greet you.

At check-in you'll receive:

- a parking pass which must be displayed in your vehicle at all times
- nametags for your staff
- a Museum Visitor Guide

Once a vendor arrives for the first time they may use the express gate at the rear of the Town Hall for entry throughout the rest of the show. You will need your parking pass clearly displayed as you pull up to gain admittance.

If a vendor or one of your booth staff would like to enjoy a steam train ride during the event, please proceed to the Info Table to request a ticket. Tickets are complimentary but they are non-transferrable and will be issued to specific booth staff on your list.

Load-out: The Festival will end at 4:00 pm on Monday. Tear down will begin at 4:00 pm and not before. At approximately 4:15 pm you will be permitted to drive onto the grounds to pick-up materials. If you are departing before the end of the Festival tear down can beginning at the advertised closing time of the day, and cars will be permitted into the grounds as soon as we are sure all guests have left the field.

Show Continuity: We know not everyone will be able to participate in all three days of our festival. There will be opportunity for those willing to relocate to fill spaces vacated each night. We will post available spots starting on Saturday AM. If you'd like the opportunity to move (or spread out) just check at the Info Table, assignments will be handled first come, first served.

People's Choice Award: There will be a People's Choice Award for best booth. Food vendors, craft vendors and non-profit exhibits are all able to compete. Guests can cast their vote inside the 1847 Boothbay Town Hall. The award is a snazzy trophy and bragging rights. You are welcome to encourage your patrons to vote for you!

Staff List: You must provide a list of names for those who will be working in your booth. Each person will be issued a staff pass for the event and must wear it while on the grounds. The first four passes for booth staff are included in your event fee. If you require additional passes, they will be \$5 each. Non-profit booths may submit up to ten names with no additional charges.

Electrical Service, Water Hook-ups & WI-FI: There are limited services available. There is a \$25 charge for electricity. You are required to bring your own 100' extension cord. Water is \$10 for food vendors only. You must bring your own hose. Please note on your application if you require either. Water service is extremely limited. The Museum has public WI-FI access through Spectrum. If you are a Spectrum customer you can sign on for free using your customer account. If you are not, they make access available for a small daily fee. The grounds are also covered by good 4G cellular service by Verizon. Those with AT&T and U.S. Cellular report varying degrees of success. You are welcome to come by and test out your equipment in advance, just coordinate with our business office.

Parking: Your vehicle must be parked outside the Village area in the designated vendor and staff parking area. Vendors will not be permitted to park in the public parking lots. We want your show to be successful which means we want our guests to be happy shoppers and not grumpy parkers. If you have a trailer or extra-large vehicle please let us know in advance so we can make special accommodations for you.

Camping: Overnight camping is prohibited. The lovely Shore Hills Campground is located less than one mile from the Museum.

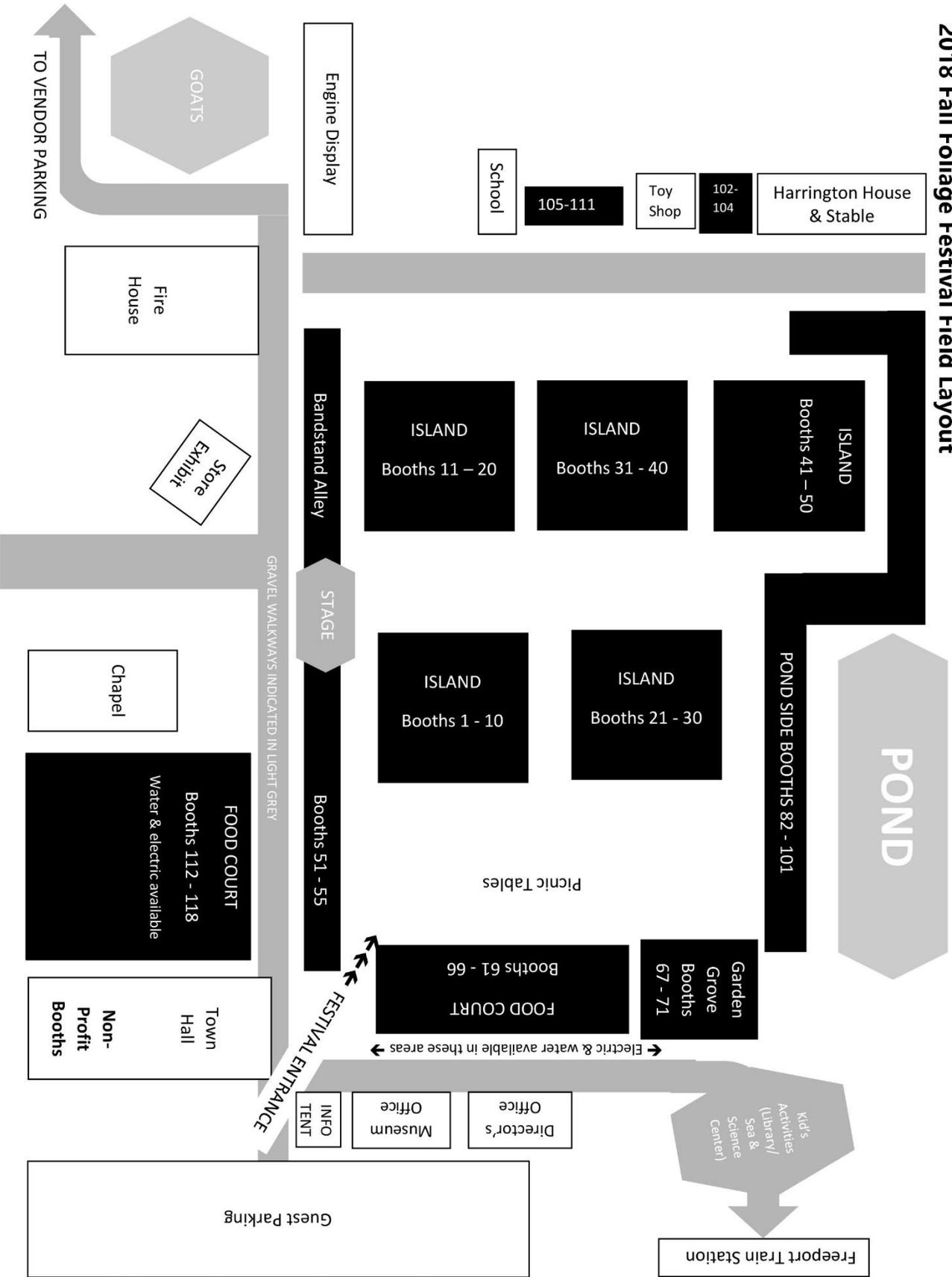
Security & Safety: The Festival will provide overnight security on Saturday and Sunday night. We do not have security on Friday night. While we encourage early load-in on Friday for tents and display fixtures we suggest that you wait to unload product until Saturday morning. We also hire a Lincoln County Sheriff's Department Officer to provide safety at the Museum entrance and for those who park in our over flow event parking lot across Route 27 during the days of the festival.

Ticket Giveaways & Marketing: The Festival has a robust marketing plan. In addition to our strategies, we'd love your help in reaching out to your fans. We're happy to provide you with a pair of tickets (value \$8) to give away to a fan on Facebook, at another show, or any other method you choose. They will be mailed to you with your confirmation packet. We will also provide the event logo and a picture of last year's event via email should you be willing to talk about our event on your website, social media, etc.

Promotion for Your Products: The Museum's website features a section for the Fall Foliage Festival including rich media like an image gallery and video as well as a listing of vendors with links to your websites, Facebook pages or Etsy shops. If you provide a jpg image via email at the time of registration, we will also post about you on our Facebook page and the Festival's page on Facebook.

Questions: Margaret Hoffman, 207-633-4727 or margaret@railwayvillage.org

2018 Fall Foliage Festival Field Layout



Fall Foliage Festival Vendor Application

Product or Business Name (for website listing) _____

Please link to my (pick one): Website Facebook Page Etsy Page

URL: _____

Contact Name _____

Mailing Address _____

City, State, Zip _____

Phone _____ Email _____

Booth Type: Artists & Makers of crafts, fine art or products Food vendor Non-profit

Preferred Booth Numbers: 1st Choice _____ 2nd Choice _____ 3rd Choice _____

Special requests: Electrical service (\$25) Water hook-up (\$10)

Describe your product(s) _____

Attendance (check all that apply): Saturday Sunday Monday

Initial Set-up Time (when should we first expect to see you) :

Friday Afternoon Saturday Morning Sunday Morning Monday Morning

Artisan or Craft Demo: YES NO

Demo Description (30 words or less) _____

Specific day/time(s) offered: _____ Check if ongoing

Staff Nametags

1. _____
2. _____
3. _____
4. _____

Payment: My check made payable to *Boothbay Railway Village* is enclosed.
Charge my: VISA MasterCard Discover American Express

Card Number _____ Exp. Date _____ CVV _____

Card Holder's Name _____ Signature _____

Return this form with non-refundable payment to:

**Boothbay Railway Village
P.O. Box 123
Boothbay, ME 04537**