

# BEREA *Craft* FESTIVAL

**July 8-10, 2016**

## **General Information and Instruction sheet for Food Vendors**

The Berea Craft Festival is in its 35<sup>th</sup> year and has gained a regional and national reputation for excellence. Berea is located 40 miles south of Lexington, KY, right off of I-75, exits 76 or 77. The Festival is held 3 miles out of town at the historic outdoor Indian Fort Theatre, owned by Berea College.

The food concessions are worked in and around the trees as are the 125 craft booths. There will be seven food concessions located in three different areas of the festival.

**APPLICATIONS:** Contact Melissa Gross, Coordinator, at 859-200-1031 or bereacraftfestival@berea.com for an application.

**ACCEPTANCE:** Festival staff will review required documentation and send a letter of confirmation upon acceptance.

**DEADLINE:** Please make application by April 15th. Deposits will be due by May 11<sup>th</sup>. Slots will often fill very early.

**DATES/TIMES:** July 8-10, 10-6:00 pm, Fri and Sat, 10-5 Sunday

**ATTENDANCE:** Average 8,000 people for all three days.

**SET UP TIME:** Need to be on site **on or before noon Thursday, July 7**. If a later arrival time is anticipated, it must be cleared with festival coordinators before July 6<sup>th</sup>.

**INSURANCE:** Million dollar minimum coverage.

**RELEASE WAIVER:** Waiver required by Berea College must be signed and dated.

**SECURITY:** 24 hour security on site Thursday evening to Sunday evening.

**SPACE SIZES:** 12 x 12, some flexibility in some areas

**FEES:** Base booth fee is \$200.00 per 12x12, plus 15% of everything over first thousand dollars. A \$75.00 non-refundable deposit is due in order to hold spot, with the remaining \$125.00 due on set-up day. The 15% commission of sales over \$1000.00 is due on Sunday before leaving the grounds.

**VEHICLES:** All vehicles, including delivery trucks, must be off the grounds by 9:30 each morning. You may re-enter after festival closes if necessary.

**HEALTH DEPT.:** On site inspection takes place Friday morning. Always a good idea to call Mr. Gabbard at Environmental Health Services @ 859-624-2284 and double check menu and set-up.