

Sixth Annual
CRANBERRY HARVEST CELEBRATION

“Two Big Days for a Little Berry”

hosted by

A.D. MAKEPEACE COMPANY

AND

THE CAPE COD CRANBERRY GROWERS’ ASSOCIATION

158 Tihonet Road, Wareham, MA 02571

Dear Potential Exhibitor:

The A.D. Makepeace Company and The Cape Cod Cranberry Growers’ Association (CCCGA) welcome you to apply for the Sixth Annual Cranberry Harvest Celebration, be held on the Saturday and Sunday of Columbus Weekend, October 10 and 11, 2009 from 10 a.m. to 4 p.m.

Again last year, we had a beautiful fall weekend which allowed us to welcome approximately 12,000 guests to this New England-style festival. Our event offers something for everyone, including wagon rides through the autumn colored woodland, over 30 high quality crafters and exhibitors, helicopter rides above the cranberry harvest, children’s activities, live music, food concessions, chainsaw carving, pony rides, and best of all an up-close look at the cranberry harvest!

The Celebration will be promoted by A.D. Makepeace Company and CCCGA through newsletters, websites, print ads, radio and cable outlets, flyers, press releases and through posters distributed throughout Plymouth County and beyond. If you would like to list our event or display promotional material please contact me for supplies.

We have enclosed the exhibitor Guidelines and Policies which should be reviewed before submitting the enclosed application. Please pay close attention to the guidelines and submission deadlines.

Should you have any further questions please contact Kim Houdlette at 508.322.4028 or by email at khoudlette@admakepeace.com. We look forward to working with you to make this year’s Celebration successful and wish you the best in the months to come.

Sincerely,

The Cranberry Harvest Celebration Committee

Sixth Annual
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EVENT GUIDELINES AND POLICIES

HOST INFORMATION:

A.D. Makepeace Company
158 Tihonet Road
Wareham, MA 02571
www.admakepeace.com

Cape Cod Cranberry Growers' Association
3203-B Cranberry Highway
East Wareham, MA 02538
www.cranberries.org

- Date: Saturday and Sunday, October 10 & 11, 2009
- Location: Grounds of A.D. Makepeace Company, 158 Tihonet Road, Wareham, MA (see website for directions)
- Event Hours: 10 a.m. – 4 p.m. each day
- Expected Attendance: ±10,000
- Exhibitor Standards: This event was created in 2004 to celebrate the cranberry industry, the cranberry harvest, the fall season and our neighbors in the community. We are offering spaces to local businesses, local organizations, crafters and artists. Each exhibitor will be reviewed and acceptance will be determined by the Harvest Celebration Committee. Juried Artist/Crafters will be located in a defined area.
- Jury: All exhibitors, NEW AND OLD, who apply to participate in this year's Celebration, will be juried by the Harvest Celebration Committee. No priority will be given to prior applicants. We have created this policy to ensure a high level of quality and variety in our exhibitors. Slides, photographs or a CD are required to accompany your application and will be used in the jury process. At least three photos of products must be included with your application, and only those items depicted in submitted photos can be sold at the Celebration. An exhibitor may also be required to bring products to be physically judged.
- Application: Only complete applications with all fees included will be accepted for review. Incomplete applications will be returned for completion. Photographs or slides are required with the application. Only items described in the application and approved by the committee are permitted for sale at the event.
- Food Vendors: Vendors of prepackaged specialty food items are considered exhibitors. Those seeking to be food concession vendors (items to be consumed at the festival) need to request the Food Concession Guidelines and Application. Contact Kim at khoudlette@admakepeace.com. Food vendors are required to obtain any and all permits required by the Wareham Board of Health, who can be reached at 508-291-3100 ext. 3197.

Application Deadline and Acceptance Notification:

Applications received by **August 15, 2009** will be answered by September 1, 2009. Applications received after August 15, will be considered if space is still available. Apply early for your best chance of getting accepted.

Space Assignment:

Spaces are assigned by the Harvest Celebration Committee; you will be directed to your site upon arrival. An attempt will be made to satisfy any special requests submitted in writing to the committee. All sites have at least one 10' side exposed for selling.

Site Requirements:

This is primarily an outdoor event. All exhibitors will be housed in provided tents or inside buildings on the grounds, unless otherwise notified in writing. Those exhibitors who will be housed indoors will be notified prior to the event so they may plan accordingly. You are required to provide all items necessary to display your goods, including tables, chairs, and linens. **All tables must be covered by white tablecloths.**

Booth Fees:

Booth spaces are 10'x10'.....	\$150.00
Double Space 10'x 20'.....	\$300.00
Non Profit/Agricultural Exhibitors.....	\$ 50.00

Booth spaces may be shared at no additional fee. If you intend to share a booth space, you must clearly state this in your application, all items to be sold in that space need to specified and juried.

Non-Profit Groups:

We have a great interest in incorporating local non-profit organizations in this event. Historically, non-profit groups have been sponsors, volunteers, held activities, had exhibitor spaces, and have had the opportunity to get their group's information out to a wide audience. If your group is interested in participating in our event please contact Kim Houdlette, 508-322-4028 to discuss options.

Electricity:

Electricity can be made available to a select number of exhibitors, on a first-come, first-served basis, for an additional fee of \$10.00 per booth.

Water:

Water is available in the area. If you have a specific need for water access, please notify the committee in writing.

Set-up:

Set-up will be allowed on Friday, October 9, 2009 from 5 p.m. – 7 p.m. If you will be setting up on Friday, we ask you to notify Kim Houdlette prior to October 1, 2009.

Set-up for October 10, 2009 will be from 7 a.m. to 9 a.m.
ALL EXHIBITORS MUST HAVE THEIR BOOTHS SET UP BY 9 A.M.

Exhibitors should be prepared to be self-sufficient with their set up. Volunteers may be available to help set but are not guaranteed.

Security:

Security will be provided on the evenings of October 9 and 10, 2009.

Breakdown:

Breakdown is at 4 p.m. on October 11, 2009. We ask that all exhibitors remain for the entire event, with their booths intact until 4 p.m. on October 11, 2009.

Event Material:	Advertising material will be available for the event by early spring. Those interested in handing out such promotional material are encouraged to contact Kim Houdlette for supplies.
Food:	A food concession area will be available during the Celebration hours.
Pets:	No pets are allowed at the Celebration.
Alcohol:	No alcoholic beverages are allowed on the property during the event hours.
Restrooms:	Portable restrooms are available throughout the grounds.
Weather:	This is a rain or shine event.
Waste:	We ask that all exhibitors keep their booth areas free from waste. Exhibitors are responsible for removing the waste from their area and placing it in the provided receptacles.
State License/Sales Tax:	All exhibitors are responsible for adhering to state regulations and for payment of Massachusetts Sales Tax. All applicants must hold proper licensing for sale of goods, as appropriate.
Cancellation and Refunds:	No refunds will be forthcoming for any reason once an exhibitor is accepted to the Celebration.
Common Courtesy:	It is expected that exhibitors interact with event coordinators, the public and fellow exhibitors with respect, honesty and courtesy. Abusive and nuisance behavior will not be tolerated.
Non Compliance:	Any exhibitor found in violation of the Event Guidelines and Policies will be asked to make immediate adjustments. If this is not done, the exhibitor may be asked to leave the event without refund of fees and/or may be barred from participation in future events at the discretion of the Harvest Celebration Committee.
Tihonet Village Market:	Please note that our country market will also be open to the public during the event. The market offers fresh produce, deli, bakery and various gift items.

SUMMARY OF WHAT THE JURY WILL BE LOOKING FOR

The Harvest Celebration Committee will be looking for high quality items that represent the fall season, the cranberry industry, the local culture and history. We encourage crafters and artist with unique works to apply. We are looking for crafters and artist to sell what they create. We will have a separate section for exhibitors who are not 80% handmade craft or artist exhibitors. We are looking for items such as paintings, sculptures, ceramics, glasswork, woodwork, handmade jewelry, photography, pottery, folk arts, items that reflect the area's culture and history, prepared foods. We are not looking for items such as T-shirts, franchised items, carnival or flea market merchandise. No political advertisements or petitions are allowed.

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EXHIBITOR APPLICATION FORM

Submission Deadline August 15, 2009

Business Name

Exhibitor’s Last Name

First Name (if needed, add additional names to the back of this page)

Mailing Address

City, State, Zip

Telephone#

Cellphone #

Fax #

Email Address

Website

CATEGORY: (check all that apply)

- | | | |
|---|---|---|
| <input type="checkbox"/> Agricultural Exhibitor | <input type="checkbox"/> Crafter | <input type="checkbox"/> Soaps/Essences |
| <input type="checkbox"/> Pottery/Ceramics | <input type="checkbox"/> Baskets | <input type="checkbox"/> Furniture |
| <input type="checkbox"/> Decorative Painting | <input type="checkbox"/> Specialty Prepared Foods | <input type="checkbox"/> Floral |
| <input type="checkbox"/> Painting | <input type="checkbox"/> Jewelry | <input type="checkbox"/> Glassworks |
| <input type="checkbox"/> Pen& Ink/Pencil | <input type="checkbox"/> Linens | <input type="checkbox"/> Historian |
| <input type="checkbox"/> Photography | <input type="checkbox"/> Woodworking | <input type="checkbox"/> Other _____ |

DESCRIPTION OF GOODS: Please describe in detail the product, craft, service or other items that you intend to sell at the Celebration. We reserve the right to ask that any items not listed or accepted by the jury be removed from your display during the Celebration.

PHOTOGRAPHS/SLIDES:

We require each exhibitor to include photographs, slides or a CD that represents all the products you will bring to the event. A minimum of three photographs of your products will need to be sent in with your application. We also require one photograph of your display. Your description and these items will be used in the jury process. As determined, an exhibitor may be required to bring their products in to be physically judged. If you would like the photographs/slides to be returned to you please include a self addressed return envelope. All applicants are required to fulfill this request, new and old.

FEES: (Refer to the Guidelines and Policies for description of space and requirements)

___ Exhibitor \$150.00 ___ Agricultural Exhibitor \$50.00 ___ Non-Profit Organization \$50.00
___ Electrical Service \$10.00 per booth

Checks/Money Orders may be made payable to: A.D. Makepeace Company

SPECIAL REQUESTS/REQUIREMENTS: Please include any special requests or requirements you may have here (including water needs). All requests must be made in writing. Every attempt will be made to accommodate reasonable requests.

Application Checklist:

- Check or money order
- 3 Photographs/Slides/CD
- Self Addressed Envelope (to return photos)
- Special Requests in writing
- 1 Photograph/slide of display

In signing this application I/we are stating that I/we have read and will adhere to The Guidelines and Policies set forth by the organizers of the 6th Annual Harvest Celebration. I hereby release A.D. Makepeace Company, The Cape Cod Cranberry Growers' Association, their employees and volunteers from any and all liability for damages, personal injury or theft that may occur during participation in this event.

Signature

Date

Signature

Date

If you have any questions or need additional information, contact:
Kim Houdlette
508.322.4028
khoudlette@admakepeace.com

Mail Application to:
A.D. Makepeace Company
Attn: Kim Houdlette
158 Tihonet Road
Wareham, MA 02571