



Indiana Garden Club 37th Annual May Mart

Friday, May 18, 2012 10:00 A.M. to 7:00 P.M.
Saturday, May 19, 2012 9:00 A.M. to 5:00 P.M.

**S & T Bank Arena
White Township Recreation Complex
495 East Pike, Indiana, PA 15701**

Dear Potential May Mart 2012 Participant:

Plans for the annual May Mart are under way. Exhibitor space is available for indoor and outdoor vendors at the upcoming 2012 May Mart.

The S & T Bank Arena is located less than 1.25 miles from the heart of downtown Indiana. The complex has easy access for travelers, being less than one mile from the 422 exit of State Route 119.

Indoor vendors will be located inside the ice rink area and outside vendors will be assigned a space on the grass/gravel areas around the main building. Applications will be reviewed in the order in which they are received. We cannot guarantee specific spaces.

All accepted vendors will receive confirmation via email by April 30, 2012.

Upon your arrival at the complex, go directly to the Information Booth, located just inside the front doors of the arena. A welcome package will be ready for you containing the following:

- *Vendor drawing ticket for a free spot for May Mart 2013
- *Morning refreshment passes for Friday, from 9:00 A.M. – 9:45 A.M.
- *Auction description form

There will be a ticket auction again this year and all vendors are asked to donate an item for the auction. All proceeds from this auction will go to the Indiana Garden Club's Julia Pound Scholarship Fund which is used to provide scholarships to students pursuing careers in horticulture, botany and related fields. We appreciate your support of this effort with your donation to the auction. Please bring your donated item to the Information Booth anytime Thursday.

We look forward to meeting you!

2012 May Mart Committee

Important Information and Instructions for ALL May Mart Participants

The Indiana Garden Club will provide total publicity for May Mart

This will include 26 Pennsylvania Tourist Bureau information displays, local and surrounding newspapers, banners, signs, flyers, craft show websites, community clubs, Xfinity, S & T Bank Arena Visitor Center advertising, radio, District and State Garden Club memberships, Chamber of Commerce, and other selected advertising venues.

Fill out and return the attached application

Please include a detailed description and three (3) photographs of the items you plan to sell by the application deadline. **This is not a juried show**; however, photographs are still required for all vendors.

Indicate the need for electricity on the application form

*** This service cannot be provided at the last minute.***

Also note any special needs that you may have so they can be addressed prior to the event.

You must provide all equipment, including tables, skirting and anything necessary to your display

Booths will be setup using the ice rink safety guard as a back drop. **No materials can be attached or placed on this guard.** All setup should be contained in a 10' x 10' open space, unless additional space is purchased by the vendor. Additional booths will be set up in rows on the open center rink.

Please plan to unload your vehicle, park it, and then set up your display

All vendor parking will be located **BEHIND the BACK** of the S & T Bank Arena.

All vehicles must be out of the loading/unloading area by 9:30 A.M. Friday

You must be completely set up and ready to sell at this time.

Handicap parking areas will be designated for May Mart patrons ONLY.

PLEASE BE CONSIDERATE OF-PATRONS. DO NOT PARK YOUR VEHICLE IN THE CUSTOMER PARKING AREA IN FRONT OF THE BUILDING-

Bring a license if you plan to sell plants or food-

All food vendors are requested to make any arrangements necessary for inspection of your equipment and the updating of your license (permanent or temporary) prior to May Mart, by contacting the Department of Agriculture.

Sell ONLY the items described on your application

The Indiana Garden Club reserves the right to prohibit the sale of items not listed on your application and have such items removed from your display, and to limit the number of exhibitors in a particular category, if deemed necessary. Handcrafted items, plants, and garden related items are acceptable items for resale.

Keep your area free of garbage and recycle properly

Provide your own garbage bags and place them in the designated areas. Dumpsters will be provided.

Collect 6 % sales tax on your sales as required by the Pennsylvania Reform Code of 1971

Each concessionaire is responsible for acquiring a PA Sales Tax Number, displaying the appropriate certificate and collecting PA Sales Tax.

The Indiana Garden Club requires that you OCCUPY YOUR SPACE until May Mart ends on Saturday at 5:00 P.M. This is not an option, it is a requirement.

The Indiana Garden Club reserves the right to deny application for future May Marts to any vendor who does not remain with their space, ready to sell, through closing. **NO EARLY teardowns are permitted.** All vendors must tear down and exit the grounds by 8:00 pm.

The S & T Bank Arena is a NO SMOKING facility.

Alcohol is prohibited anywhere on the property of the White Township Recreational Center Complex.

The Indiana Garden Club and White Township do not accept any responsibility for lost, stolen or damaged property.

The complex closes at sunset. An outdoor night security guard will be on duty from 8:00 P.M. through 8:00 A.M. on both Thursday and Friday evenings. The main exhibition building will be kept locked at night.

Your payment in full must accompany your application. Failure to participate will result in the forfeiture of your exhibitor's fee.

The deadline for application is April 10, 2012.

May Mart 2012 Vendor Application

Questions concerning space allotments, set-up and show information should be directed to Claire Valletta (724) 465-4594 or cvalletta@aol.com.

Note: Emails will be answered the same day. Phone calls will be returned when convenient. Please use email when possible

Return Applications & Payment to:

**Indiana Garden Club
c/o Claire Valletta,
160 Locust Lane
Indiana, PA 15701**

Vendor General Information:

- You must provide all equipment and materials needed for your exhibit space. (i.e. tables, chairs, racks, extension cords, etc.)
- You are required to have your own fire extinguisher if your booth has electricity or open flame. **This is a Fire Code Regulation.**
- Booth space is limited to 10' x 10' or 10' x 20' open area and all merchandise must be kept in the allotted area. **No exceptions.**
- Indiana Garden Club reserves the right to place vendors according to the booth space purchased. **We cannot guarantee the same space/location you may have had in the previous year.**
- **There will be no 220 electrical service available in the front of the building.**
- Outside vendors requiring 220 electrical service will be located in the back of the gravel area on the right side of the building. This area is not as convenient to the customers.
- Outdoor vendors must be prepared for inclement weather and have their tents securely anchored. **Please provide the size of your tent.**
- Set-up begins at 12:30 P.M. on Thursday and ends 7:00 P.M. Thursday evening. Late set-up can occur on Friday morning between the hours of 7:30 A.M. and 9:00 A.M. **(No Later). All booths must be set-up by 9:30 A.M. Friday morning.**
- **Tear down is at 5:00 P.M. on Saturday, 05/19/2012. NO EARLIER.**
- Please make sure all your needs, such as electricity, are noted on the application.
- Due to the nature of the facility and the agreement between parties, Indiana Garden Club must limit the kinds of food sold by individual concessionaires. **COKE is the official beverage of the complex.**
- Food preparation concessionaires and plant/garden and water feature vendors will be located outside of the main building. Water gardens that are self-contained will be permitted indoors.
- A "U" shaped area will be utilized to ensure safety, additional parking, and more visibility for outside food vendors located on the side of the building. No exceptions will be made.
- Keep in mind some wildlife may be strolling in the evenings! Keep all garbage and food protected.

For additional information and up-to-date announcements,

visit our website: www.indianagardenclub.com/maymart or see us on



The Indiana Garden Club reserves the right to limit the number of concessions in various categories and requires that all arts, crafts and/or products be handmade, natural and/or garden related. This is not a juried show.

VENDOR INFORMATION - PLEASE PRINT CLEARLY		
Name: _____	Type of Vendor: (check one)	
	Handcrafted	_____
	Plants	_____
Booth Name: _____	Garden Related	_____
	Food	_____
Description of items/food you wish to sell: (Photo included)		
Address:		
City:	State:	Zip:
Phone:	Fax:	
Email: <i>(please print clearly as this is how we communicate with our vendors)</i>		
Website:		

COSTS AND FEES		
Indoor or Outdoor Exhibitor Space		
_____ 10' x 10' (Inside)		\$ 80.00
_____ 10' x 10' (Outside)		\$ 80.00
_____ 10' x 20' (Inside)		\$140.00
_____ 10' x 20' (Outside)		\$140.00
_____ 10' x 10' (Outside Food Tent) Size _____		\$125.00
_____ Outside Food Trailer Size of trailer including tongue & tent _____		\$150.00
Extras: (include # of outlets needed)		
_____ Electric (Inside) _____ # of outlets @ \$10 per		\$____.00
_____ Electric (Outside) 110 _____ # of outlets @ \$20 per		\$____.00
Total Enclosed \$ _____		
<p>Please make all checks payable to the Indiana Garden Club and mail to Claire Valletta, 160 Locust Lane, Indiana, PA 15701 <i>The deadline for application is April 10, 2012.</i></p>		

Sales Tax ID # :	
Vehicle License #:	