



Indiana Garden Club 35th Annual May Mart

Friday, May 21th, 2010 10:00 A.M. to 7:00 P.M.
Saturday, May 22th, 2010 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 2010 Participant:

Plans for the 35th annual May Mart are under way. Exhibitor space is available for indoor and outdoor vendors at the upcoming 2010 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. It is less than 1 mile from the exit of the 4 lane 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.

All accepted vendors will receive confirmation via email by April 30, 2010.

Upon arrival to the complex, you will be greeted by an Indiana Garden Club representative and directed to the Information booth. A welcome package will be ready for your arrival containing the following: 1-Vendor Drawing Ticket for a free spot for 2011, 2-Friday morning refreshment passes for 9:00 a.m. – 9:45 a.m. in the reception area, Auction Description Form and any information that will be necessary for your participation at May Mart 2010.

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 go to our Julia Pound Scholarship Fund given to students pursuing careers in Horticulture, Botany and related fields. The more money we raise the more we can give. A garden club member will be around between 9:00 a.m. and 9:30 a.m. on Friday morning to collect your auction item(s), or you can bring them to the information booth

We look forward to meeting you.
2010 May Mart Committee

Important Information and Instructions for ALL May Mart Participants

The Indiana Garden Club will provide total publicity about May Mart

This will include the 26 Pennsylvania Tourist Bureau Information displays, local and surrounding newspapers, banner, signs, flyers, craft show websites, Community Clubs, 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 (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 new vendors.

Indicate the need for electricity on the application form

**** These services 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, 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 upon this guard. All setup should be contained in a 10' x10' open space, unless additional space is purchased by the vendor. Additional booths will be set up in rows on the open center rink.

Go directly to the Information Booth upon arrival

You will receive your welcome packet along with your loading and unloading information.

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 as such for May Mart patrons.

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

Please refrain from parking in any space designated for handicap parking.

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 updating of your license (permanent or temporary) prior to May Mart. Contact 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, to ask such items to be removed from your display, and to limit the number of exhibitors in a particular category, if deemed necessary. **Hand crafted 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

Saturday at 5:00 pm* (* Denotes new time)

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 tardowns are permitted.** All vendors must tear down and exit the grounds by 8:00 pm Saturday. **There will be NO SMOKING permitted anywhere inside the S & T Bank arena Alcohol is prohibited anywhere on the properties of 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 results in the forfeiture of your exhibit's fee.

The deadline for application is April 10, 2010.

May Mart 2010 Vendor Application

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

**Return Applications & Payment to Indiana Garden Club
c/o Claire Valletta,
160 Locust Lane, Indiana, PA 15701**

Vendor General Information:

1. You must provide all equipment and materials needed for your exhibit space. (i.e. tables, chairs, racks, extension cords, etc.)
2. You are required to have your own fire extinguisher if your booth has electricity or open flame. **This is a Fire Code Regulation.**
3. 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.**
4. Indiana Garden club reserves the right to place vendors according to the booth space purchased. **We can not guarantee the same space/location you may have had in the previous year.**
5. **There will be no 220 electric available in the front of the building.**
6. Outside vendors requiring 220 electric will be located in the "U" shaped area so that hook up can occur with the available 220 electric.
7. Outdoor vendors must be prepared for inclement weather and have their tents securely anchored. **Please provide the size of your tent.**
8. 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.**
9. **Tear down is at 5:00 p.m. on Saturday, 05/22/2010 no earlier.**
10. Please make sure all your needs are noted on the application, such as electricity and water.
11. Due to the nature of the facility and the agreement between parties, IGC must limit the kinds of food sold by individual concessionaires. **COKE is the official beverage of the complex.**
12. Food Preparation Concessionaires and Plant/Garden & water feature vendors will be located outside of the main building. Water gardens that are self-contained will be permitted indoors.
13. A "U" shaped area will be utilized to insure safety, additional parking, and more visibility for outside food vendors located on the side of the building. No exceptions will be made.
14. Keep in mind some wildlife may be strolling in the evenings! Keep all garbage and food protected.

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For additional information and up-to-date announcements, visit our website: www.indianagardenclub.com

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.

Sales Tax ID # :	Do you have any special needs?
Vehicle License #:	
VENDOR INFORMATION: (Please Make Any Corrections)	
Name:	Type of Craft:
Description of items/food you wish to sell: (Photo included)	
Address:	
City:	State: Zip:
Phone:	Fax:
Email:	
Website:	

COSTS AND FEES	
Indoor or Outdoor Exhibitor Space	
_____ 10' x 10' (Inside)	\$75.00
_____ 10' x 10' (Outside)	\$75.00
_____ 10' x 20' (Inside)	\$125.00
_____ 10' x 20' (Outside)	\$125.00
_____ 10' x 10' (Outside Food Tent)	\$100.00
_____ Outside Food Trailer _____ Size of trailer including tongue & tent	\$125.00
Extras: (include # of outlets needed)	
_____ Electric (Inside) _____ # of outlets	\$10.00
_____ Electric (Outside) 110 only _____ # of outlets	\$20.00
Total Enclosed \$ _____	
Please make all checks payable to the Indiana Garden Club and mail to Claire Valletta, 160 Locust Lane, Indiana, PA 15701	