



2016 KIPONA FESTIVAL ARTIST/PRODUCT VENDOR REGISTRATION

Dear Prospective Vendor,

The City of Harrisburg is now accepting proposals for the sale of artwork and other handcrafted items during our annual Kipona Festival, which will take place Saturday, September 3rd through Monday, September 5th on Riverfront Park and City Island in Harrisburg.

This year marks the 100th Anniversary of the Kipona Festival! Therefore it is our goal to make this year's festivities bigger and better than ever. The Kipona Festival is anticipated to draw a multitude of visitors and tourists as in years past. Visitors of the event enjoy the music, food, children's and family events, and countless activities which are presented at each year's event.

If you would like to showcase your fabulous artwork or provide an artistic demonstration, please complete the application below. **Applications received on or before Monday, May 2, 2015 will receive first preference.**

2016 KIPONA FESTIVAL DATES AND TIMES

Dates:	Saturday, September 3 rd through Monday, September 5 th	
Place:	City Island and Riverfront Park, Harrisburg	
Street Closure:	Front Street will close Friday, September 2, 2016 – 7:00am	
Vendor Set-up:	Friday, September 2 nd at 10:00 am	
Sell Time:	Saturday, September 3 rd	11:00am – 8:00pm
	Sunday, September 4 th	11:00am-8:00pm
	Monday, September 5 th	11:00am-7:00pm

ALL FORMS MUST BE SUBMITTED ELECTRONICALLY!

Please complete and return this form by **Monday, May 2, 2016** to VaLonda Harris at vharris@cityofhbg.com

Vendor Information:

Name: _____

Address: _____

Phone: _____ (day) _____ (evening)

Email: _____

Authorized Official to be in attendance:

Product Prices & Costs

Products to be sold:

General Pricing:

Signage copy that will be displayed at vendor area (*if applicable*):

Selling Product Yes No

Space Requirement:

____ 10' X 10' - \$200

____ 15' x 15' - \$300

____ 20' x 20' - \$400

- Receive 50% off the purchase of second Kipona vendor space
- Take advantage of our "Early Bird" Rates; prices are subject to change after May 2, 2016

Electric Usage:

The City will provide you with access to all necessary electricity free-of-charge. Please indicate electricity required from list below:

Volts/Amps/Quantity

110/20 _____

110/30 _____

110/40 _____

Volts/Amps/Quantity

220/20 _____

220/30 _____

220/40 _____

Tent Usage:

Vendors are responsible for providing tents to cover their activity. All tents must be freestanding, frame tents. All tents must be secured by weights or stakes at each corner of the tent no more than 6 inches from legs of tent.

- a. All tents must be fire retardant.
- b. All tents must adhere to space requirements reflected in this application.

Ancillary Items:

Vendors are responsible for any of the following items needed to provide their service to our customers: Signage, Folding Tables, Chairs, Lighting, and Runners to cover electrical cords causing a public safety hazard. *However, there will be some tables and chairs in staged areas.*

READ BEFORE SIGNING:

Festival Rules & Regulations:

Vendors will adhere to all rules and regulations of Harrisburg City Festivals. The appearance and conduct of the vendor and their staff will be in keeping with the image and purposes of the City of Harrisburg. If a vendor is in violation of any of the requirements of this permit or the festival rules and regulations. The festival producer reserves the right to terminate this permit at any time.

PLEASE SIGN AND RETURN ONE (1) COPY TO THIS PERMIT TO OUR OFFICE IMMEDIATELY WITH PAYMENT- CHECKS MADE PAYABLE TO THE HARRISBURG CITY TREASURER.

VENDOR SIGNATURE

DATE

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