

June 2017

Dear Food Vendor:

Join us for the **28<sup>th</sup> Annual Luzerne County Community College Alumni Craft Festival** on **Saturday, October 21, 2017**. The Craft Festival will be on LCCC's main campus in Nanticoke from **10 a.m. to 4 p.m.** Last year, more than 2,000 people attended and 125+ vendors participated in this one-day event. Proceeds from the Craft Festival support Luzerne County Community College and its students.

Again this year we are accepting a *limited* number of applications for food vendors. In order to have a quality show, we limit duplication of food sales and ask that you keep your offerings to **no more than four main food items**. The Craft Festival is juried, and the Committee will review all applications submitted to minimize duplication and ensure compliance. Our Pastry Arts Club may be participating so we will only take baked goods in limited quantities. Please contact the alumni office for more information.

To be considered for participation, your application packet must include the enclosed application form, a valid "Certificate of Insurance" form, a copy of your ServSafe certification paperwork and payment. Deadline for consideration in the first round of jurying is **July 28, 2017**. The payment options are outlined on the attached registration form. Please note the following:

1. Indoor food vendors are prohibited from selling beverages or crafts.
2. All food vendors must submit a "Certificate of Insurance" naming LCCC as the insured for the day of the event and be **ServSafe Certified**. The representative from your company who is certified must be present at the Craft Festival.
3. We ask that all food vendors support the Craft Festival raffle and/or Theme Basket Auction by donating a prize or gift certificate.
4. The Festival goes on, rain or shine. No refunds will be made based upon weather. In addition, refunds **will not** be given to those canceling less than two weeks prior to the event (September 29, 2017).
5. Any food vendor registrations received after September 29<sup>th</sup> will incur a \$10 late charge that must be paid in your registration fee.
6. No "breaking down" before 4 p.m. Your participation in our Festival includes your agreement to remain for the duration of the festival. Please do not disregard this important point as those who break down early will not be invited to the 2018 Craft Festival.
7. LCCC or its volunteers will not be held responsible for damage due to breakage, fire, accidents, injuries or theft.

You will receive notification and, if approved, additional information regarding the Craft Festival by August 14, 2017. If you are not selected to participate, we will return your registration check to you at that time. Should you have questions, please call the LCCC Alumni office at 570-740-0735 or e-mail [alumni@luzerne.edu](mailto:alumni@luzerne.edu). Thank you in advance for your cooperation and interest in our show!

Sincerely;



Gloria Migatulski '88  
Craft Festival Co-Chair



Susan Gilroy-King '10  
Craft Festival Co-Chair

Enclosure