



National Park Service
U.S. Department of the Interior
Herbert Hoover National Historic Site



Exhibitor Application

Hoover's Hometown Days · AUGUST 6, 2011

Organization Name: _____ Contact Name _____
 Address _____
 City _____ State _____ Zip _____
 Telephone () _____ Cell () _____
 Email _____ Website _____

Please describe your exhibit: _____

Do you plan to sell items on the Historic Site August 6th? Yes No

Do you need Electrical Service? Yes No **If yes, we have limited 20 amp service available for an additional fee of \$15.**

Iowa Sales Tax Permit - Only complete if you plan to sell items

Permanent Iowa sales tax licenses number # _____
 If you do not have a permanent sales tax license, we can mail you a temporary one-day license.
 Is your organization Sales Tax exempt? Yes No Iowa Sales Tax Permit _____

Entry Fee—\$25.00 Mastercard Visa- Discover Expiration: DD/MM _____
 Electrical Fee—\$15.00

Account Number _____ - _____ - _____
 Name on Card (Print) _____ Charge Signature _____

Cash and Checks will be accepted. Please make checks out to the Herbert Hoover Presidential Association
 Send payment to the Herbert Hoover Presidential Association, PO Box 696, West Branch, IA 52358

Non-Profit organizations pay only the electrical fee. Please provide copy of 501(c)3 certification

General Release and Acceptance of Rules - By signing this application, the exhibitor verifies that he/she meets the Rules of Exhibitor Participation as set forth. The Herbert Hoover Presidential Library and Museum, Herbert Hoover National Historic Site, and the Herbert Hoover Presidential Association do not carry insurance to cover theft, loss, or damage to your exhibit or personal property, or against personal injury to you or your helpers. You are advised to obtain your own insurance. The undersigned agrees to and releases all parties named above from any damages to personal property or personal injury which he/she, or helpers may sustain while participating in the festival. You agree to the use of images of you and your exhibit by all parties named above for promotional purposes in print and on their websites. I have read and understand the requirements for the participation in the festival. I agree to abide by the rules and policies and that failure to do so may result in expulsion from the festival at the sole discretion of the Herbert Hoover Presidential Association or the Herbert Hoover National Historic Site.

Applicant(s) Signature(s) _____ Title _____ Date _____

Please Print Name: _____

Please complete and return by July 1, 2011 to: Hoover Association, PO Box 696, West Branch, IA 52358

Questions:	Kathy Frederick	Bonnie Blaford
Call	1-800-828-0475 · 319-643-5327	319-643-7866
Email:	Kathy.frederick@hooverassociation.org	Bonnie_blaford@nps.gov



HERBERT
HOOVER

PRESIDENTIAL LIBRARY ASSOCIATION

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Exhibitor Rules

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- A completed entry form is a commitment to participate in Hoover's Hometown Days.
- Exhibitors need to provide tent, tables, and chairs for a 15' x 15' space.
- Unless prior arrangements are made, exhibitors are expected to be on site from 9 am to 6 pm.
- Loading, unloading, and check-in will take place in the Hoover Presidential Library and the National Historic Site parking lots. Tear down and loading will take place from the same three locations.
- One parking pass will be mailed to each exhibitor. Exhibitors are not allowed to make duplicate copies of the parking passes. There will be free shuttle service between where your vehicle is parked and your booth on the park grounds.
- If exhibitors have more than one exhibitor vehicle, there is free parking at West Branch High School with free shuttle service to exhibit venue.
- Each exhibitor will be mailed a packet with instructions for loading, unloading and parking. Loading, unloading and parking passes will be included in your packet.
- There will be volunteers with motorized vehicles and trailers to assist in moving your items to your booth location and back to your vehicle at tear down.
- All demonstrations and exhibits are to be in keeping with the overall family-oriented theme of the festival.
- Hand-crafted and fine art items for sale must be original to the artist and not items purchased for resale.
- Exhibitors are not allowed to bring pets.
- All extension cords used at the show must be 12 gauge and a minimum of 50 feet.
- No open flames are permitted except for grilling food.
- Exhibitors must obtain their own insurance coverage if they feel it is needed.
- Exhibitors are required to fill out a short survey on the revenue they made during the event. The National Park Service is required to report this dollar amount. None of your personal information will be used in the report.
- The staff of the Herbert Hoover National Historic Site will shut down any exhibit considered in violation of these conditions and reserves the right to make the final decision.



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**Call for
Exhibitors**

Hoover's Hometown Days · AUGUST 6, 2011

Excitement is in the air for Hoover's Hometown Days (formally Hooverfest) on Saturday, August 6, 2011. Exhibitors come from all across the region to showcase our rich culture, agriculture, and history. This year's theme is "Going Green". Visitors will explore green alternatives and experience ways to make a difference in their environment while interacting with historic, cultural, and agricultural exhibitors.

There is no fee for a 15' by 15' booth space for non-profit exhibitors or demonstrators, who do not require electricity. There is a \$15 fee for non-profits that require a 20 amp electrical outlet.

There will be a \$25 non-refundable entry fee for a 15' by 15' booth for individuals and companies wishing to sell their products for a profit. There is an additional \$15 fee for a 20 amp electrical outlet.

Enter early if you need electricity as those spaces are limited and will be on a first come basis. Be sure to send the \$15.00 electrical fee with your application.

Join us in "Going Green" at Hoover's Hometown Days by mailing your entry form and fees, if applicable, by Friday, July 1, 2011. Extra registration forms are available at www.hooverfest.org.

Schedule:

Set up 6:30—9 am
Event 9 am— 6 pm
Tear down will begin at 6 pm

Exhibitor packets will be mailed mid-July with information on the event times, booth assignments, and will include a site map and a free parking pass. There will be a free shuttle service for exhibitors to and from their booth and parking.

Feel free to contact us with questions.

Thank you,

Kathy Frederick
Herbert Hoover Presidential Library Association
West Branch, Iowa
1-800-828-0475

Bonnie Blaford
Herbert Hoover NHS
West Branch, Iowa
1-319-643-7866