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Hooverfest • AUGUST 7, 2010 Exhibitor Entry Form

Organization Name: _____

Address _____

City _____ State _____ Zip _____

Telephone () _____ Cell () _____

Email _____ Website _____

Please describe your exhibit:

Do you plan to sell items on the Historic Site August 7th? Yes No
You must bring a tent, table(s) chair(s). There will be volunteers with vehicles to help load/unload during set up and tear down and exhibitors will have assigned free parking with shuttle service to and from the Herbert Hoover National Historic Site.

Do you need Electrical Service? Yes No If yes, 110 or 220?

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

Please enter your permanent Iowa sales tax licenses number below. If you do not have a permanent sales tax license we will have the paper work for a temporary one- day license on hand.
 Is your organization Sales Tax exempt? Yes No Iowa Sales Tax Permit # _____

Entry Fee—\$25.00 Mastercard Visa Discover

Account Number - - Expiration Date ____/____

Non-Profit organizations do not pay an entry fee—must provide copy of 501(c)3 certification

Name on Card (Print) _____ Charge Signature _____
 Cash and Checks will be accepted. Please make checks out to the Herbert Hoover Presidential Library Association
 Send payment to the Herbert Hoover Presidential Library Association, PO Box 696, West Branch, IA 52358

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 Library 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 crafters 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 Library Association or the Herbert Hoover National Historic Site.

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

Please Print Name: _____
 Please complete and return by April 15, 2010 to:
 Hoover Association, PO Box 696, West Branch, IA 52358

Herbert Hoover

National Park Service
U.S. Department of the Interior

Herbert Hoover National Historic Site
West Branch, Iowa



Exhibitor Participation Rules

- A completed entry form is a commitment to participate in Hooverfest.
- Without prior consent, exhibitors must be on site from 10 am to 5 pm.
- Loading, unloading, and check-in will take place in the Hoover Presidential Library Parking Lot, the Hoover National Historic Parking Lot, and from 312 W Main Street. Loading and check out at tear down 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 pass.
- If Exhibitors bring more than one vehicle, they will need to park at Cookson or at the high school. There will be a free shuttle service from both locations.
- Each exhibitor will be mailed a packet on or about July 5, 2010 with exact instructions for unloading and parking. A loading/unloading pass and a parking pass will be included in the packet.
- There will be volunteers with motorized vehicles and trailers to assist in moving your items to the appropriate spot and back to your vehicle at tear down.
- After unloading your items, if needed, there will be a shuttle service to bring you back to the site after you park your vehicle in the designated spot.
- All demonstrations and exhibits are to be in keeping with the overall family-oriented theme of the festival.
- Hand-crafted items for sale must be original to the crafter and not items purchased for resale.
- Fine art for sale must be original or good quality prints displayed and sold by original artist
- Exhibitors are not to bring personal pets to the show.
- Exhibitors and their helpers must exhibit professional behavior at all times while on the Herbert Hoover National Historic Site.
- All extension cords used at the show must be heavy-duty, three wire type.
- No open flames are permitted except for grilling food.
- Insurance must be obtained by the exhibitor at their own cost.
- The Herbert Hoover National Historic Site may require the removal of an exhibit considered in violation of these conditions and reserves the right to make the final decision.



ATTN: Area artist and crafters!

Preparations are in full swing for Hooverfest 2010 which will be held Saturday, August 7th..

You will find a registration form attached to the participation rules and regulations.

There will not be an entry fee for historic partners and artists/craft demonstrators who are not selling merchandise.

There will be a \$25.00 non-refundable entry fee for a 10x10 space for artists and crafters wishing to sell their products.

The Herbert Hoover National Historic Site will require Exhibitors to complete a short survey after the event. None of your personal information will be shared.

Schedule

Friday, July 11:	Entry form and fee must be received
Monday, July 21:	Maps and space assignments mailed
Saturday, August 7:	7:00 - 9:00 a.m. Set up
	10:00 a.m. - 5:00 p.m. Demonstrations and show
	5:00 p.m. - 6:30 p.m. Tear down

Free parking, clean restrooms, and food vendors will be available to participants. Feel free to pass this information on to anyone who you feel would like to bring history alive on August 7, 2008! Please fill out the enclosed registration form if you wish to participate. Extra registration forms are available at www.hooverassociation.org.

If you have any questions or comments please contact Bonnie Blaford or Kathy Frederick.

Thank you,

Kathy Frederick
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