



BERKSHIRE BOTANICAL GARDEN  
Rtes 183 & 102 Stockbridge, MA



February 2008

Dear Exhibitor:

It is time to begin thinking about the Berkshire Botanical Garden's **74<sup>th</sup> ANNUAL HARVEST FESTIVAL**, scheduled for **Saturday and Sunday, October 4<sup>th</sup> & 5<sup>th</sup>**. As you all know, Harvest Festival is the largest, longest-running and the most beloved event on the Berkshire area calendar. The Festival now hosts 12,000 people over two days, with exhibitors returning year after year, as we hope you will.

Enclosed with this letter is a reservation form listing exhibitor fees by business type. Please note that **there is an additional fee for a guaranteed corner booth!** Please print clearly and fill in all the requested information, including e-mail address. If you are a new vendor please include sample images or web link. **Food vendors please specify menu item to avoid duplication and please expect a letter in the summer regarding insurance and the Tri-County Health Department.** After your reservation is accepted, you will receive setup and parking information, and booth location in early fall. All special requests should be included on this form. **Please mail your form to the address BELOW- not the garden.**

A reminder: Harvest Festival is a rain or shine outdoor show, with standard space allocations that are 10'x10', though you may reserve multiple booth spaces if you wish. You will need to supply your own pop-up canopy. Anyone ordering a tent for delivery should make certain the tent does not exceed the size of the space allocated. You must be present at the time your tent is being delivered.

Tables and chairs can be reserved on your reservation form. If you think you might need them, reserve them now, as there will be no extras. Pets are prohibited at Harvest Fest, sorry.

We look forward to welcoming you again for our biggest and best Harvest Festival yet. If you have any questions, please contact

Elizabeth Dunaway  
Harvest Festival  
One Short Street  
Northampton, MA 01060  
Harvestfest2@earthlink.net  
413-587-4581  
413-587-4582 Fax

# Harvest Festival 2008 Application

## Saturday & Sunday, October 4 & 5

74<sup>rd</sup> Annual Harvest Festival at the Berkshire Botanical Garden, Rtes. 183 & 102, Stockbridge, MA

**This application is to reserve space and request confirmation as an Exhibitor/Vendor at BBG's Harvest Festival 2008.**

Business Name (please print): \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ If avail www. \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_ Email Again: \_\_\_\_\_

**Detailed description of product:**

**Special Requests:**

| <b>Business Classification</b><br><i>Please Circle!!</i> | <b>Description</b>   | <b>Before<br/>June 30<sup>th</sup></b> | <b>After<br/>June 30<sup>th</sup></b> |
|--|--|--|---------------------------------------|
| Crafts & Growers   | Homemade or homegrown, sold exclusively from homes or craft shows.                   | \$145                                  | \$185                                 |
| Retail & Wholesale                                       | Merchandise sold by an established business via storefront, tradeshow, catalog, etc. | \$210                                  | \$250                                 |
| Snacks   | Drinks, ice cream, cookies, apples, foods not prepared on site                       | \$250                                  | \$300                                 |
| Food and Alcohol   | Food prepared, cooked, or heated onsite.<br>Alcoholic Beverages                      | \$400                                  | \$470                                 |
| Not for Profit   | Please include 501c3 or other documentation  | \$100                                  | \$135                                 |
| Corner Fee   | Guaranteed Corner Booth charge   | \$50                                   | \$50                                  |

**Booth fees reflect a 10x10 space (tent is NOT included) if you need more room, you must pay for additional booths.**

**Number of Booths *Circle* 1 2 3 → Booth Total \$ \_\_\_\_\_**

| <b>Furnishing/Size</b>           | <b>Price</b> | <b>number of units /\$</b> |
|----------------------------------|--------------|----------------------------|
| Folding table 8' long x 30" wide | \$15         | /                          |
| Folding Chair                    | \$ 3         | /                          |

**\* Check to Berkshire Botanical Garden must accompany application → GRAND TOTAL: \$ \_\_\_\_\_**

**Signed: \_\_\_\_\_ Date: \_\_\_\_\_**

**If you have further questions or need additional information please contact:**

Elizabeth Dunaway, Vendor Coordinator: 413-587-4581 (fax):413-587-4582 email: [harvestfest2@earthlink.net](mailto:harvestfest2@earthlink.net)

**\*write: Harvest Festival, Elizabeth Dunaway, One Short Street, Northampton, MA 01060**