

Berkshire Botanical Garden's



2021 HARVEST FESTIVAL INFORMATION & GUIDELINES

Event Dates:	Saturday and Sunday, October 9 & 10, 2021
Location:	Berkshire Botanical Garden. Routes 102 & 183 in Stockbridge, MA
Festival Hours:	10:00 am – 5:00 PM Saturday and 10:00 am – 5:00 pm Sunday
Attendance:	10,000- 12,000 people
Public Admission:	Adults: \$10 / Children under 12: Free
Booths:	<ul style="list-style-type: none">• 10' x 10' booth spaces• You must provide your own pop-up tent (any color is fine, but it must not be larger than 10' x 10')• Booth set-up is on a variety of lawns throughout the Garden, not all of it on flat ground
Weather:	<ul style="list-style-type: none">• This is a or shine event – please dress for all weather, including weather-proof footwear• Vendors are expected to remain at their booth for the duration of the Festival
Vendor Categories:	Please sign up early! We have a rolling application process and a limited number of booth spaces per vendor category. Once the maximum is reached we will stop accepting additional applications (even though we do value your participation!)

Food/Alcohol	<ul style="list-style-type: none"> • Please provide us with a menu to minimize duplication. • Any vendors preparing and serving food or alcohol must provide BBG with an approved permit from the Tri Town Health Department by no later than August 15, 2021
Zero Waste:	<ul style="list-style-type: none"> • We aim for the Festival to be zero waste. Only compostable disposables may be used – cups, plates, utensils. • We have a dumpster just for cardboard. • Please do not dump anything on our lawns or gardens. We are a botanical garden after all and depend on our gardens and grounds to bring visitors here from around the world.
State Sales Tax:	All merchandise vendors are responsible for Massachusetts Sales Tax (6.25%)
New Vendors:	Must submit photographs or a website where we can view your product(s) that you would like to sell at the Festival.
Notification:	<ul style="list-style-type: none"> • Applications will be reviewed as they are received and notifications will be sent in a timely fashion after review • Full set-up details will be sent to you in September
Refunds:	No refunds of the vendor application fee will be given once your application has been accepted.
Load-in:	Vendor load in is on Friday afternoon/evening, but exceptions are made via email (daudia@berkshirebotanical.org) on a case-by-case basis, mostly for vendors traveling long distances.
Security:	Overnight security will be onsite from 6pm to 6am on Friday and Saturday nights.
Pets:	Sorry, only festival-authorized animals are allowed on the grounds (please leave your pets at home)
Electric:	<ul style="list-style-type: none"> • There are a VERY FEW outlets available • If you REQUIRE electricity for your product(s), you must request an outlet via a separate phone call or email directly to me. (413 552 7992 or daudia@berkshirebotanical.org)
Smoking:	This is a smoke-free environment
Common Courtesy:	From load-in to departure, please treat your fellow vendors, Garden staff, and the volunteers with courtesy and respect. <i>Thank you!</i>