

Dear Crafter:

On behalf of the Historic Bethlehem Museum and Sites, I would like to invite you to apply for a vendor booth space at two weekends of our indoor Christmas in the Quarter event for 2021:

- **Christmas in the Quarter**, Saturday and Sunday, December 11, 12, 18, and 19, 2021

The committee will be looking for participants who have unique and high-quality products. We will also be looking for as much diversity as possible and limit the number of similar items presented. Acceptance is on a first come first serve basis.

Christmas in the Quarter:

Set up	December 10th	4:00 pm to 8:00 pm
Dates and Hours	December 11 th & 12 th	3:00 pm to 9:00 pm
	December 18 th and 19 th	3:00 pm to 9:00 pm
Clean up	December 19 th from 9:00 pm to 10:00 pm	
	And/or December 20 th from 9:00 am to 11:00 am	

Space Fee: **1 rectangular table space: \$50** **2 rectangular tables space: \$75**
Additionally: Donation of item(s) of \$40 or more to a silent auction

Notification As application is received

Participation Information and Requirements:

- **Event location: Luckenbach Mill in the Colonial Industrial Quarter 459 Old York Road, Bethlehem, PA 18018**
- **Participants may display and sell only their own original work. Commercially produced merchandise and items assembled from commercially available plans, kits or molds are not eligible for exhibit or sale. Presence of such items will be grounds for closing of the booth space without fee refund.**
- **All participants must supply their own professional display, electric cords if using. Booth spaces are 6 or 8 foot tables. Historic Bethlehem Museums & Sites will supply the table, table clothes, and 2 chairs.**
- **The Luckenbach Mill has HVAC, indoor bathroom, elevator, and adjacent parking lot.**
- **Participants may share a table at this event.**
- **An application is a commitment to show. There will be no refunds given after acceptance.**
- **No trailers or overnight camping are permitted.**
- **No participant may solicit or distribute political or religious literature or materials.**

- All vendors are to submit photos of work and a description of the business or crafter with the application for marketing.
- All participants are required to collect 6% PA sales tax and pay it to the state.
- All participants are required by the City of Bethlehem Tax Revenue Department to have a Business Privilege License from Tri State Financial. Please call 610-865-7022 if you have questions regarding this license. This \$25 license is good for any event within the City of Bethlehem.
- A certificate of insurance with minimum coverage of \$1,000,000 for personal, business, or other organizations. The following designation as “other insured” must be added to your insurance policy and submitted with your application to participate in the festival:

CIQ/Mill: The City of Bethlehem, Historic Bethlehem Inc., and Historic Bethlehem Partnership, Inc. & Its Subsidiaries are named as additional insureds for the facility rental at The Colonial Industrial Quarter-Luckenbach Mill on December 10, 2021 to December 20, 2021.

- If you do not already have insurance coverage, festival insurance is available through ACT Insurance. <https://www.actinsurance.com/craft-fair-insurance>

Make checks payable to “**Historic Bethlehem Museums & Sites**” and mail to:

Historic Bethlehem Museums & Sites
74 W. Broad Street Suite 310
Bethlehem, Pa., 18018

Questions may be directed to: Tavia Minnich, Director of Outreach & Visitor Services at tminnich@historicbethlehem.org and by phone at 610-691-6055.

Thank you for contributing your work to the festival!

APPLICATION FORM
2021 Christmas in the Quarter Application

LAST NAME _____ FIRST _____

BUSINESS NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

EMAIL _____

WEBSITE _____

PHONE (home) _____ PHONE (work or cell) _____

BUSINESS PRIVILEGE TAX LICENSE # _____

Check here if you will permit the reproduction of your images for publicity purposes.

Indicate any special requirements for your booth space

Do you have any interest in having any of your items on consignment at the HBMS Visitor Center (505 Main Street) during the year? Yes No

(If you indicate "Yes", someone from the Visitor Center will contact you.)

Christmas in the Quarter: December 11, 12, 18, and 19, 2021

1 Table space @ \$50.00 _____ 2 table spaces @ \$75.00 _____

Silent Auction Submission: _____

*Sharing table: Y/N, Business _____ *shared space need to fill out and attach the top portion of this page as well

Total Payment Due _____



Payment Form:

CHECK _____ CREDIT CARD (select one) MC _____ VISA _____ AMEX _____ DIS _____

Cardholder Name _____ Account Number _____

Expiration Date _____

Cardholder Signature _____

(Should your application not be accepted, your payment will be returned to the address you listed above or your credit card information will not be processed.)

The undersigned does hereby agree to all terms and conditions stated in this application information and does hereby release, forever discharges and hold harmless Historic Bethlehem Museums & Sites of and from all actions, suits, damages or claims whatever arising from any loss or damage to any property of the undersigned while in the possession or supervision of the Festival, its agents, representatives, employees or volunteers.

SIGNATURE _____ **DATE** _____

For any questions, please contact Tavia Minnich at 610-691-6055 or tminnich@historicbethlehem.org.