



## **Vendor Application: Information Booth Space**

**Show Date: Saturday, May 1, 2010**

435 N. Dupont Highway  
Dover, DE 19901  
800-233-5368  
www.visitdover.com

**Application Deadline is April 16, 2010**

(after April 11, payment is accepted by certified check/money orders/charge card only)

***Incomplete applications will be returned.***

Please print clearly:

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Company Name

Email/Website

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Your Name (Contact Person)

Phone Number

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Address (City, State, Zip)

Please describe what you will be offering:

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➡ **Fee:** \$35 per 10'x10' space. Up to 2 spaces may be reserved.  
Earlybird deadline is March 31, 2010. After that date, fee is \$50.00

***Information Booth space is offered at a greatly reduced fee, therefore  
no retail sales are permitted.***

Unsolicited distribution of your information is not permitted.

Please do not approach visitors to the festival with your information unless invited to do so.  
All materials should be displayed on your table and not handed out in front of your space.

**Dover Days has been held since 1933 and is advertised in trade publications, local &  
regional media, brochures and radio. On average, attendance is 15,000+.**

- ◆ Spaces are rented in 10'x10' sections. Up to 2 spaces may be rented.
- ◆ Spaces are in downtown Dover's outdoor park, Legislative Mall.  
(We do not supply tables, chairs, canopies, etc.)
- ◆ Electricity is not available. Parking is free.
- ◆ **No refunds.**

## Application Requirements

A City of Dover business license is not necessary. A Dover Days permit will be mailed to you for display at your space.

### The Dover Days Committee reserves the right to:

1. Reassign/change a space if necessary. Spaces are not transferable by vendors.
2. Deny a space without a refund to any exhibitor in violation of any rule.
3. Prohibit display of certain products/distribution of materials based on its acceptability to the general public.
4. Eject vendors/visitors from the festival grounds where there is cause.
5. Limit vendors of like products. First come, first served.
6. "No Shows" will not be invited back the following year.

Dover Days is not responsible for theft or damage of exhibitor's displays or property. Exhibitors are responsible for their own space, and agree to reimburse Dover Days for any damage caused by unloading, loading and operations during the festival.

### Set Up:

**Set up begins at 6:00AM and must be finished by 8:30AM.** No take downs before 5:00PM. Exhibitors arriving late will be turned away.

1. Exhibitors may not park a trailer or vehicle containing their product in their space. Unload and park elsewhere.
2. Exhibitors must not block sidewalks, keep areas clean and remove trash at end of day.
3. Exhibitors are confined to their allotted space. They cannot utilize an empty space next to theirs or roam around the festival grounds.
4. No loudspeakers or bullhorns may be used. Audio equipment must be approved by the festival committee.
5. Spaces are not guaranteed from year to year.
6. Vehicles must be moved off the street immediately after unloading at your assigned space.
7. Exhibitors may distribute only what is on their application. Solicitation for donations is not permitted on festival grounds.
8. No alcoholic beverages are permitted on festival grounds.

**Set Up Hours: 6:00AM - 8:30AM, Saturday, May 1, 2010**

**Festival Hours: 9:00AM - 5:00PM, Saturday, May 1, 2010**

### Exhibitor: please read and sign below:

*I have read & agree to abide by all rules and regulations as stated in the application.*

Exhibitor signature

Date

### Payment and Requirements:

1. Completed and signed application
2. Samples/pictures of hand outs or description of activity.
3. Payment for space (*after April 11, 2010, payment is accepted by charge card, certified check or money order only*)  
Checks should be made out to: Dover Days

Mail a copy of this completed application, payment and samples or pictures to:  
Dover Days, 435 N. Dupont Highway, Dover, DE 19901

\$ \_\_\_\_\_ enclosed for \_\_\_\_\_ Space(s).

Confirmation postcard mailed on receipt of payment and completed application.  
Set up instructions and space number will be mailed 2 weeks before the festival.



**Dover Days is managed by:**  
**Kent County Tourism**  
*Delaware's Capital Region*