

The Helena Civic Center Board is excited to host Feb Fest Chocolate and Valentine Fair again this year. All proceeds support facility improvements.

Gift Show Date: Saturday, February 8, 2020

Registration: Begins December 1 - any forms received prior will have a receipt date of December 1.

No registrations will be processed prior to this date.

Confirmation Process: An email confirmation will be sent beginning mid-December. If no email is on file, vendor will receive their confirmation via postcard. Your check or money order will not be deposited unless you are granted a space.

Refund Policy: A refund will be provided if cancellation request is received up to two weeks prior to the date of sale. No refunds for cancellation due to weather, or if cancellation is requested less than two weeks prior to the show.

Booth Rental Information

- **Rate:** \$75.00 per space.
- **Space size:** Ballroom main floor and northside upper level spaces are 10' by 8'. Southside upper level spaces are 12' by 7'. Upper level spaces include a wall that allows vendors to hang merchandise using nails – no screws are allowed. If you need an upper level wall location, indicate that on your form under special needs.
- **Two chairs and one 8' x 2.5' table is provided per space.** Please indicate on the registration form your table and chair preference. **If left blank, no table or chairs will be in place when you arrive.**
- **All spaces have access to power.** The Fire Marshall prefers the use of power strips instead of extension cords. Civic Center staff can provide assistance with power during set-up.
- **Limit of two spaces per individual or group.** Requests for being next to another vendor will not be granted if either vendor has a double space.
- Registration must be mailed to Helena Civic Center Board - PO BOX 272- Helena MT 59624 with total fee payable by check or money order to Helena Civic Center Board Feb Fest. **No spots will be granted over the phone or email.** There will be a charge for any returned checks and subject to collection if the Board is not reimbursed as requested. Failure to comply will void your registration.
- Licenses Required: Food vendors must contact the City/County Health Department at 406.447.8361, or 447.8352 (Monday – Friday 1:00 – 5:00 p.m.) for permit and license information. User is responsible for obtaining all required licenses for User's event, including but not limited to, licenses for use of material that is subject to copyright protection; City of Helena business license; County Health Department permit for service of food; and State and City licenses for service of alcohol. User must have any such licenses available for inspection by City at City's request.

Set-up and Sale Day Information

- Friday set-up is available from 3:30 – 7:00 p.m. Saturday set-up begins at 7:00 a.m. and must be completed by 8:45 a.m. Please indicate set-up preference on registration form.
- **Sale is open to the public from 9:00 a.m. – 4:00 p.m.** Displays must be kept in place until sale closes at 4:00 pm.
- **Vendor parking is available at the Great Northern Town Center Parking Garage and is free on weekends beginning Friday at 8:00 p.m.** You will be charged for parking if you enter the garage before 8 p.m. Friday. Please move your vehicle(s) from Civic Center area prior to the start of the sale for shoppers. Note: Vehicles without handicap passes may be ticketed if parked in designated handicapped parking.
- Two free admissions per space for workers (additional workers must pay \$3.00 admission).
- The Helena Civic Center is a smoke-free facility.
- Vendors are responsible for any display equipment and merchandise. The Civic Center Board is not responsible for loss, theft or damage.

Contact Us

- Email: helenafebfest@gmail.com
- Phone: 406.431.9677 - Text or leave a message. This is not a business phone and cannot always be answered during the work day.

Spaces will be designated by number and are non-transferable. Failure to comply with your assigned space constitutes grounds for removal. The Chairperson has full authority in any cases of noncompliance, and the Chairperson's decision is final. For Fire/Safety concerns, proper aisle ways must be maintained at all times. Merchandise will not be allowed next to, or on the railings of the mezzanine.

RECEIVING THIS LETTER DOES NOT GUARANTEE YOU A SPACE. SPACES WILL BE RESERVED WHEN YOUR REGISTRATION FORM AND CHECK ARE RECEIVED AND PROCESSED. THE CIVIC CENTER BOARD RESERVES THE RIGHT OF FINAL DETERMINATION REGARDING THE SUITABILITY OF EXHIBIT MERCHANDISE, AND FURTHER RESERVES THE RIGHT TO DETERMINE THE NUMBER OF AND TYPES OF MERCHANDISE ALLOWED.

Nondiscrimination: For any event that is open to the general public User agrees that User will not refuse, withhold from, or deny any person admission to such an event on the basis of race, creed, religion, color, national origin, age, physical or mental disability, marital status, sex, pregnancy, childbirth or medical condition related to pregnancy or childbirth, sexual orientation or expression, political beliefs or affiliation, genetic information, veteran status, culture, social origin or condition, or ancestry.

ADA NOTICE: The City of Helena is committed to providing access to persons with disabilities for its meetings, in compliance with Title II of the Americans with Disabilities Act and the Montana Human Rights Act. The City will not exclude persons with disabilities from participation at its meetings or otherwise deny them the City's services, programs, or activities. Persons with disabilities requiring accommodations to participate in the City's meetings, services, programs, or activities should contact the City's ADA Coordinator, Sharon Haugen, as soon as possible to allow sufficient time to arrange for the requested accommodation, at any of the following:

(406) 447- 8490; TTY Relay Service 1-800-253-4091 or 711

citycommunitydevelopment@helenamt.gov

316 North Park, Avenue, Room 440, Helena, MT 59623

2020 FEB FEST CHOCOLATE AND VALENTINE FAIR VENDOR REGISTRATION

Sponsored by the Helena Civic Center Board on behalf of the City of Helena

Helena Civic Center Board – PO Box 272 – Helena, MT 59624

CONTACT NAME: _____ PHONE: _____

BUSINESS NAME (if applicable): _____

EMAIL: _____

(Required to send you an email confirmation beginning mid-December – otherwise you will receive a postcard)

WEBSITE or FACEBOOK ADDRESS: _____

(Providing this information grants Civic Center Board permission to share this on our website/Facebook page)

ADDRESS: _____

CITY: _____ ST: _____ ZIP: _____

Gift show date: Saturday, February 8, 2020

Please indicate the following:

No. of Spaces: _____ **No. of Tables:** _____ **No. of Chairs:** _____
Limit of two spaces One table provided per space Two chairs provided per space

Circle expected set-up time: Fri. 3:30 – 7 p.m. OR Sat. 7 – 8:45 a.m.

Total Amount Enclosed: \$ _____ **Are you willing to offer a door prize?** Circle: Yes OR No
\$75.00/space

SPECIAL REQUESTS/HANDICAP ACCOMMODATIONS: _____

TYPE OF MERCHANDISE - Describe thoroughly and include corporate name if direct sales related:

Hold Harmless and Indemnification: User agrees, to the fullest extent permitted by law, to protect, defend, hold harmless, and save the City, its elected and appointed officials, officers, agents, employees, and volunteers from any and all losses, damages, liability and causes of action of any kind or character, including the cost of defense thereof, occasioned by, growing out of, or in any way arising or resulting from any intentional or negligent act or omission on the part of the Vendor or Vendor's agents, employees, officers, representative, assignees, or invitees, in connection with this User's event.

City agrees, to the fullest extent permitted by law, to protect, defend, hold harmless, and save the Vendor, its elected and appointed officials, officers, agents, employees, and volunteers from any and all losses, damage, liability and causes of action of any kind or character, including the cost of defense thereof, occasioned by, growing out of, or in any way arising or resulting from any intentional or negligent act or omission on the part of the City or City's agents, employees, officers, representative, assignees, or invitees, in connection with the event.

Vendor agrees that City bears absolutely no responsibility of liability for any and all losses, damages, liability and causes of action of any kind or character, including the cost of defense thereof, occasioned by, growing out of, or in any way arising or resulting from User's failure to obtain all required licenses as stated above.

User agrees to comply with all applicable federal, state and local laws, ordinances, rules and regulations, including the safety rules, codes, and provisions of the Montana Safety Act in Title 50, Chapter 71, MCA.

Signature: _____ **Date:** _____

Completion and submission of this form constitutes full understanding and agreement to comply with the rules and regulations set forth for this sale and does not guarantee a space.