

*Helena Civic Center Board
PO Box 272
Helena, MT 59624
febfestinfo@helenaciviccenterboard.org*

The Helena Civic Center Board invites you to join us for:

FEB FEST
(Chocolate and Valentine Fair)
Saturday, February 4, 2012

VENDOR INFORMATION

One of Helena's most popular events welcomes vendors who sell chocolate, candy, dessert delicacies, Valentine gifts, arts and crafts. This fundraiser sponsored by the Helena Civic Center Board is for Civic Center improvements.

CHOCOLATE

Chocolate, candy, dessert delicacies or other food may be sold in bite, regular, or whole size portions. If you plan to serve or sell food, you **MUST** contact the City-County Health Department food inspectors (406-447-8361 or 406-447-8352 / 1 p.m. - 5 p.m.) two weeks prior to FEB FEST for a free short term permit or license. Also, the City-County Health Department requires food handlers to use an utensil or wear disposable gloves.

VALENTINE GIFTS

The gifts should be appropriate for Valentine's Day or, as much as possible, carry a Valentine theme.

ARTS AND CRAFTS

Arts and crafts are welcome.

ARTWEAR FASHION SHOW

The Artwear Fashion Show will be held at 10:30 a.m., 12:00 p.m. and 1:30 p.m. Information and a separate **ARTWEAR FASHION SHOW ENTRY FORM** are available in Helena at the Civic Center office, Beads Extraordinaire, and The Sewing Palace or www.helenaciviccenterboard.org.

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REGISTRATION PROCESS

Rates are \$70.00 per 10' wide x 8' deep space. No commission is charged. **Sales will be open to the public from 9:00 a.m. to 4:00 p.m.** We are offering, at no charge but advance notice required, a **Friday evening set up from 3:30 p.m. to 7:00 p.m.** The traditional set-up time will begin Saturday morning at **7:00 a.m.** Displays are to be kept in place until the 4:00 p.m. close. Rental fees must accompany registration. Limit: two spaces per person or group. An 8' x 2 ½' table, electricity and 2 chairs are available to you, if needed. You are responsible for your merchandise and display equipment. The Civic Center Board is not responsible for loss, theft, or breakage.

We encourage you to return your application promptly, as spaces are limited. To have a balanced FEB FEST, we reserve the right to limit the number of vendors with the same kind of merchandise. **RECEIVING THIS APPLICATION DOES NOT GUARANTEE YOU A SPACE.**

Spaces will be designated by number; failure to comply with your assigned space is grounds for removal. The Chairperson of FEB FEST is backed by the Civic Center Board and has full authority over the event in any cases of noncompliance. The Chairperson's decision is final. *Fire/safety rules require proper aisles be maintained at all times. Merchandise will not be allowed next to, or on balcony railings.*

We will confirm your registration in early January. If space is no longer available when we receive your registration, we will place your name on the waiting list, or if you wish, return your check. **In case of cancellation, we will make refunds if we are notified not later than Friday, January 27, 2012.**

There will be a \$2.00 admission charge at the door with all proceeds going to the Civic Center Improvement Fund. We will provide two free admissions for workers at your booth; others must pay \$2.00.

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REGISTRATION FORM

FEB FEST
Saturday, February 4, 2012

Mail completed registration form and fee after December 1, 2011 to:

CIVIC CENTER BOARD – FEB FEST
P. O. BOX 272
HELENA MT 59624

For additional information email us at: febfestinfo@helenaciviccenterboard.org

NOTE: Special accommodations are available for persons with disabilities. Please request below!

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NAME: _____

BUSINESS NAME: _____

PHONE: _____ CELL _____ E-mail _____

ADDRESS: _____ CITY/ZIP _____

Make, model, license number of the vehicle you will be driving:

No. of spaces at \$70: _____ No. of table(s): _____ (1 per space)
Chairs _____ (2 per space) Electrical outlet _____ YES _____ NO

Friday Set Up (3:30-7:00 PM) _____ Saturday Set Up (7:00 am) _____

Total Amount Enclosed: _____

Special requests for disability accommodations:

Describe food, Valentine gifts or items being sold:

Completion and submission of this Registration Form constitutes full understanding and agreement to comply with the rules and regulations set forth for this event.

SIGNATURE _____ DATE _____