

# Helena Civic Center Board 2019 Feb Fest (Chocolate and Valentine Fair)

HELENA CIVIC CENTER BOARD - P.O. BOX 272 - HELENA, MT 59624

Contact us by email: [febfest@helenaciviccenterboard.org](mailto:febfest@helenaciviccenterboard.org), or leave a message at 406.431.9677

The Helena Civic Center Board is excited to host one of Helena's most popular events. We welcome vendors who sell chocolate, candy, dessert delicacies, Valentine gifts, and arts and crafts. All proceeds support facility improvements.

**Feb Fest Date:** Saturday, February 9, 2019.

**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. To have a balanced Feb Fest we reserve the right to limit the number of vendors with the same kind of merchandise.

**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. Vendors are encouraged to donate one of their products to be included in the hourly door prize drawings.
- **Space size:** Ballroom and northside mezzanine spaces are 10' by 8'. Southside of the mezzanine (narrow side) is 12' by 7'. Mezzanine spaces include a wall that allows vendors to hang merchandise using nails – no screws are allowed. If you need a 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 received by mail 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.
- 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.

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## 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.
- **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 the \$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.
- While Feb Fest is an exciting place for children to visit it is not appropriate for children to spend the day unsupervised. Please make arrangements for childcare if you have young children.

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.

## Contact Us

- Email: [febfest@helenaciviccenterboard.org](mailto:febfest@helenaciviccenterboard.org)
- Phone: 406.431.9677 - Text or leave a message. This is not a business phone and cannot always be answered during the work day.

VENDOR REGISTRATION FORM  
HELENA CIVIC CENTER BOARD 2019 Feb Fest (Chocolate and Valentine Fair)  
February 9, 2019 from 9:00 a.m. – 4:00 p.m.

CONTACT NAME: \_\_\_\_\_

PRIMARY PHONE: \_\_\_\_\_ OTHER PHONE: \_\_\_\_\_

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: \_\_\_\_\_

**Please indicate the following:**

**No. of Spaces:** \_\_\_\_\_

Limit of two spaces

**No. of Tables:** \_\_\_\_\_

One table per space

**No. of Chairs:** \_\_\_\_\_

Two chairs per space

**Electrical Outlet Required:** Y or N

**Circle Set-Up Time:** Fri. 3:30 – 7 p.m. OR Sat. 7 – 8:45 a.m.

**Product Donation for Door Prize:** Y or N

**Total Amount Enclosed:** \$ \_\_\_\_\_

\$75.00/space (limit of 2 spaces)

SPECIAL REQUESTS/HANDICAP ACCOMMODATIONS: \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Submit form with check or money order payable to: Helena Civic Center Board Feb Fest  
P.O. BOX 272  
Helena, MT 59624**

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.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_