



**October 8 & 9, 2022
Boothbay Railway Village
Route 27, Boothbay, Maine**

Location and Setting: The Boothbay Railway Village is located seven miles from Route 1 and on the ONLY road (Rt 27) to get on or off the Boothbay peninsula, offering the best visibility possible. Onsite parking exceeds 300. The setting is an authentic Vintage Village featuring a 4- acre green surrounded by historic Maine buildings that are open for exploring. Guests can also enjoy the antique car museum, model railroad and village goats. It is truly a vintage experience.

The Museum is a 501(c)3 non-profit museum featuring an eclectic collection of railroad, automotive and household items common to Maine from 1850 – 1950. All Museum exhibits are open and available to those who pay admission to the Festival. During Fall Foliage Festival steam-train tickets are sold separately for \$5 each.

The festival is planned in partnership with the Boothbay Region Information Center. For 54 years, the Information Center and the Railway Museum have worked cooperatively to bring you this well-loved Festival. The Information Center has welcomed visitors and tourists to the Boothbay Region for over 61 years. Please come by while you are here (323 Adams Pond Rd. & Rt. 27 Boothbay, ME) to see all that this beautiful region has to offer.

The Festival activities: from vendor booths to entertainment, special activities, and ample space to sit or dance to the music - all located on the Museum's 4-acre Village Green, surrounded by historic buildings. There is live music throughout the weekend, a scavenger hunt for the kiddos, train rides (added fee) and much more. The Fall Foliage Festival is a family tradition, this is our 54th year!

Fall Foliage Festival admissions range between 3,000-4,000 over the two-day weekend.

Show Hours: RAIN OR SHINE!

Saturday, October 8 10:00 am – 5:00 pm

Sunday, October 9 10:00 am – 4:00 pm

Vendor Types & Fees:

Food Vendors:	\$200
Artists & Makers of crafts, fine art, or products	10x10 \$125 (10x20 \$200)
space Non-profit, exhibit only in Town Hall:	Free

Non-profit, selling crafts or conducting a fundraiser: \$25*

*We are very pleased to offer our fellow nonprofits space at the show. However, due to limited space on the green, we are only able to offer this discounted fee for space OFF the main green. If a NPO wishes to be on the green they will be required to pay the full fee. Specific spaces cannot be guaranteed and will be assigned by the event coordinator prior to set up. Nonprofits are strongly encouraged to offer something engaging and interactive at their booth to add to the festive atmosphere. Additionally, nonprofits selling food must pay the full food vendor fee.

Sponsorship Opportunities are also available, offering booth space and inclusion on event advertising. Details available upon request.

Vendors may only sell products that they make by hand or manufacture themselves. Resale of mass-produced merchandise such as Avon, Mary Kay, Tupperware, and Scentsy are not permitted. If you are unsure if you qualify, please call the show organizer.

Vendors may share spaces if all products in the booth space meet the requirements above, however shared spaces must choose ONE name for their ad listings. (ie. One business advertisement per vendor).

Vendors must provide all booth fittings including tents, tables, chairs, etc. Vendors with mobile units like food trucks or trailers that will be within your booth space must be smaller than the booth space you have paid for or you will need to reserve two adjacent spaces. We recommend that you supply a photograph of your set-up with your application and make any notations about clearance required, electrical needs, etc.

Our festival is rain or shine. We highly suggest that you use a commercial grade tent with significant weights. Our priority is guest safety and we're serious about not driving into the show area without permission.

Non-profit organizations may request to have a 10 X 10 booth space outdoors and supply their own tent, tables, chairs, etc.

Political activity, including lobbying for candidates, specific legislation, circulating petitions, etc. is prohibited.

It is your responsibility, as a vendor, to comply with all local, state and federal laws including the collection of sales tax.

All fees are due at the time of registration. Fees are non-refundable. Exhibit space will be assigned in order of reservation. The earlier you book, the better your location!

Load-In: Set-up will be on Friday, October 7th from 12:00 pm to 6:00 pm or from 7:00 am to 9:30 am on Saturday. All vendors must be unloaded by 9:30 am and cars removed from the event area. You may continue to set-up past that time, but your vehicle must be moved. Gates will open at 10:00 am on Saturday and Sunday, your booth must be complete by that time.

Vendor Check-In: When you arrive at the Museum for load-in pull across the tracks to the gates adjacent to the large white Town Hall. A team member will greet you.

At check-in you'll receive:

- a parking pass which must be displayed in your vehicle at all times
- name tags for your staff
- a Museum Visitor Guide

Once a vendor arrives for the first time, they may use the express gate at the rear of the Town Hall for entry throughout the rest of the show. You will need your parking pass clearly displayed as you pull up to gain admittance.

If a vendor or one of your booth staff would like to enjoy a steam train ride during the event, please proceed to the Info Table to request a ticket. Tickets are complimentary but they are non-transferrable and will be issued to specific booth staff on your list.

Load-out: The Festival will end at 4:00 pm on Sunday. Tear down will begin at 4:00 pm and not before. At approximately 4:15 pm you will be permitted to drive onto the grounds to pick-up materials. If you are departing before the end of the Festival tear down can begin at the advertised closing time of the day, and cars will be permitted into the grounds as soon as we are sure all guests have left the field.

People's Choice Award: There will be a People's Choice Award for best booth. Food vendors, craft vendors and non-profit exhibits are all able to compete. Guests can cast their vote at the admission gate. The award is a snazzy trophy and bragging rights. You are welcome to encourage your patrons to vote for you!

Staff List: You must provide a list of names for those who will be working in your booth. Each person will be issued a staff pass for the event and must wear it while on the grounds. The first four passes for booth staff are included in your event fee. If you require additional passes, they will be \$5 each. Non-profit booths may submit up to ten names with no additional charges.

Electrical Service, Water Hook-ups & WI-FI: There are limited services available. There is a \$25 charge for electricity. You are required to bring your own 100' extension cord. Water is \$10 for food vendors only. You must bring your own hose. Please note on your application if you require either. Water service is extremely limited. The Museum has public WI-FI access. The grounds are also covered by good 4G cellular service by Verizon. Those with AT&T and U.S. Cellular report varying degrees of success. You are welcome to come by and test out your equipment in advance, just coordinate with our business office.

Parking: Parking spaces are valuable! The more vehicles we bring, the less room for customers, so PLEASE carpool as much as possible! Your vehicle must be parked outside the Village area in the designated vendor and staff parking area. Vendors will not be permitted to park in the public parking lots. We want your show to be successful which means we want our guests to be happy shoppers and not grumpy parkers. If you have a trailer or extra-large vehicle please let us know in advance so we can make special accommodations for you.

Camping: Overnight camping is prohibited. The lovely Shore Hills Campground is located within walking distance from the Museum.

Security & Safety: The Festival will provide overnight security on Saturday night. We do not have security on Friday night. While we encourage early load-in on Friday for tents and display fixtures we suggest that you wait to unload product until Saturday morning. We also hire a Lincoln County Sheriff's Department Officer to provide safety at the Museum entrance and for those who park in our overflow event parking lot across Route 27 during the days of the Festival.

Ticket Giveaways & Marketing: The Festival has a robust marketing plan. In addition to our strategies, vendor outreach is essential to maximize success. **Your customers already love you - let them know where you plan to be so they can visit you!** We will also provide an event flyer for your fb page or website. Please feel free to request graphics for Instagram post or stories.

Promoting your Products: The museum website will feature a list of vendors with links to website, Facebook, Instagram (please choose link of choice on application). If you provide a jpg image via email at the time of application submittal, we will also post about you on Facebook and Instagram.

Questions: Lori Reynolds, 207-633-4727 or railwayvillageevents@gmail.com

Fall Foliage Festival Vendor Application

Product or Business Name (for website listing) _____

Please link to my (pick one): Website Facebook Page Instagram _____

URL(s): _____

Contact Name _____ Mailing Address _____

City, State, Zip _____ Phone _____ Email _____

Booth Type: Artists & Makers of crafts, fine art or products Food vendor Non-profit

Vendor Fee: _____ (see page 1 for fee according to vendor type)

Special requests: Electrical service (\$25) Water hook-up (\$10)

Describe your product(s) _____

Initial Set-up Time (when should we first expect to see you):

Friday Afternoon Saturday Morning

Artisan or Craft Demo: YES NO

Please attach Demo Description (30 words or less)

Specific day/time(s) offered: _____ Check if ongoing _____

Staff Name Tags

1. _____

2. _____

3. _____

4. _____

Payment: My check made payable to *Boothbay Railway Village* is enclosed.

Charge my: VISA MasterCard Discover American Express
Card Number _____ Exp. Date _____ CVV _____

Card Holder's Name _____ Signature _____

Return this form with non-refundable* payment to:

Boothbay Railway Village P.O. Box 123 Boothbay, ME 04537

*If event is cancelled (must be completely cancelled, ie: both days) vendor fee will be refunded in full.