



APPLE BUTTER FESTIVAL

APPLICATION & PARTICIPANT INFORMATION

Please return this form and a signed copy of the Event Policies
by September 8, 2023 by email at events@mynaturecenter.org or by mail at
2020 E Mount Hope Ave, Lansing, MI 48910.

Name _____ Group _____
Address _____
City _____ State _____ Zip _____
E-mail _____ Phone _____

2023 BOOTH FEES

(Please circle the appropriate classification.)

- **MUSICIAN** FREE
- **EXHIBITOR/ARTISAN (NO SALES)** FREE
- **EXHIBITOR/ARTISAN (SALES)** 20% OF SALES
- **SCHOOL/STUDENT GROUP VENDOR** 15% OF SALES
- **FOOD VENDOR** 20% OF SALES

I will attend (preference given to those attending both days): Saturday Sunday

I will need (please check the resources below):

- TABLE(S)** *(8ft long tables | maximum of 2 | please specify)*
- ELECTRICITY** *(available only when required)*
- HELP LOADING AND UNLOADING**
- OTHER** *(please specify)*

Exhibit Title/Vendor Name: _____

Description:

Please list any items you plan to sell:

How many booth spaces do you need (maximum of 2 unless approved by Event Committee)?
Please describe any special needs for your demonstration/booth area.

TO COMPLETE THIS APPLICATION, ALL EXHIBITORS MUST SIGN BELOW

I have read the Apple Butter Festival event policies and participant information on the following page and I agree to the terms and conditions of the Apple Butter Festival event policies:

Signature: _____ Date: _____



FENNER CONSERVANCY

APPLE BUTTER FESTIVAL

EVENT POLICIES

Following is an agreement between participants (vendors, exhibitors, demonstrators, stage acts, wandering actors, etc.) and Fenner Conservancy. Read the policies carefully. If you agree to the event policies as written, please sign the agreement and return it by the deadline. Failure to sign and return the agreement on time may result in loss of space.

This year's Apple Butter Festival will be held Saturday & Sunday, October 21 and 22, 2023, at Fenner Nature Center. The event will be open to the public from 11:00 am through 5:00 pm both days.

Space assignments will be determined by the Event Committee, and will be made based on exhibitor space requirements, traffic flow, and to utilize our limited space as efficiently as possible. Vendors and artisans may be located in spaces that are different from one year to the next. Please communicate this with your staff/volunteers.

Prepare for inclement weather. The event will be held in all safe weather. The Events Committee will determine activities that need to be moved inside if weather warrants such a move.

Set-up must be completed by 10:30am on both days. Vehicles and/or trailers must be moved from the festival grounds immediately. Tear down can begin after 5:00pm on Sunday. Early tear-down is not allowed without prior approval from the Events Committee.

Once set-up is complete, you will be directed to an auxiliary parking area. The parking lot at the Nature Center is reserved for handicap access and festival visitors. All vehicles must be moved to the auxiliary parking area by 11:00am on both days. Please respect this requirement.

No pets are allowed unless they are a vital part of the exhibit. Prior approval from the Events Committee is required. If permission is granted, all animals must be leashed, confined, and/or kept under the owner's control at all times.

Fenner Conservancy, the City of Lansing, and any of their staff, volunteers, or any person/organization connected with Fenner Nature Center or the Apple Butter Festival will not be responsible for any loss or damage to person or property for any reason. Exhibitor equipment, vehicles, personal items, etc., are the responsibility of festival exhibitors. Fenner Conservancy and the City of Lansing are not responsible for loss, damage, or theft of a person's belongings.

The Events Committee reserves the right to confirm or deny participant involvement in the festival at any time.

Please minimize the impact of this event on the grounds of Fenner Nature Center by leaving your exhibitor space as you found it. This means no debris, holes, poles, or other waste. If your exhibit space included a fire pit/ring, the fire must be put out (cold to the touch) and the site repaired as much as possible.

By signing and submitting this application, the applicant hereby releases and agrees to hold harmless Fenner Conservancy and the City of Lansing from any damage to or loss of applicant's property or any personal injury, which he/she or helpers may sustain while participating in the Apple Butter Festival.

Further, by signing this document, the applicant agrees to abide by all policies, rules and regulations for participation as listed in this document and in future information given to the applicant by the Event Committee regarding the Apple Butter Festival. Failure to follow these regulations may result in expulsion from this year's and future events at Fenner Nature Center.