

February 20, 2020

Dear Prospective Vendor,

Please accept our invitation to partner with us in our upcoming festival, July 3 - 5, 2020, at the B&O Station, 530 Mahoning Ave. Youngstown, OH 44502. The goal of this event is to connect with and serve our local communities, provide a means of awareness for various creative arts, and support all of our talented artisans work. Please see below for further information.

Venue Details

Our exciting new venue is located near downtown Youngstown and offers plenty of space and accommodations for participants and patrons alike. Festival entertainment includes an array of character shows, musical performances, and family-friendly activities. We will be utilizing many methods of advertisement to market the event through social media, local news sources, partnerships, cross-promotions, signage and more. Attendance this year is estimated to be around 1,500 visitors throughout the course of the event.

Watch slideshow of venue photos here:

<https://photos.app.goo.gl/HHu7v6ZDTHnmqwgq8>

Vending Options

Indoor Booths:

10x10 spaces with room to set up tables, chairs, displays, and backboards.

Outdoor Booths:

10x10 spaces with room to set up merchant tents.

Additional Details

*Modern/Pop Up Tents:

spaced on paved areas, weighted anchors required to secure.

*Canvas/Historical/Themed Tents: spaced on field areas, strong ground stakes required to secure.

*Concession Stands:

treats and dessert items only, generators required

(main food/beverage sale approval The Box Car Lounge only)

Overnight Accommodations

Camping:

If needed or preferred, vendors are welcome to stay on location overnight. Arrangements will be confirmed and finalized prior to the event. Please notify us of plans to camp in advance to be included.

Overnight security will be provided.

Check-In & Set-Up

Friday, July 3rd:

Indoor Booths (8:00am - 2:00pm)

Outdoor Booths (8:00am - 5:00pm)

*Thursday or Saturday set up by special request only.

Important Note:

Vehicles must be moved by

5 pm Friday & 11 am Saturday to designated parking.

Event Hours of Operation

The CastlePunk Masquerade

We extend a special invitation to all vendors that would like to join us and enjoy the Ball!

Discount reservation rates can be made through The Vendor Portal during Registration and can be applied to each vendor plus one.

Date/Time

Friday, July 3rd:

6:00pm - 10:00pm

Dragonhold Fantasy Festival

Date/Time

Saturday, July 4th:

Festival Hours

12:00pm - 9:00 pm

&

Sunday, July 5th:

Festival Hours

12:00pm - 6:00pm

Vendor Check Out & Tear Down

Sunday, July 5th:

6:00pm - 10:00pm

Application Submissions

Online Application <https://form.jotform.com/dragonholdmarket/vendor-application-form>

Deadline:

February 20th - April 20th

Price Per Space: \$150.00

Concessions: \$200.00

Past Deadline:

May 1st - June 30th

Price Per Space: \$180.00

Concessions: \$230.00

Completing Registration

1. Emails will be sent to each applicant verifying their submission has been received.
2. Notifications of acceptance will be emailed upon review. Approved applicants will receive a link to complete registration.
3. Complete required form and payment to confirm your registration and secure reserved space selections.

Important Notes:

*completed forms & payments are required within 7 business days of emailed notice of approval for acceptance status to remain active

* incomplete forms & payments after 7 business days of emailed notice of approval will lose active status of acceptance. Resubmit application for updated approval & notification.

Inquiries & Correspondences

If you have any questions we will be glad to help! We look forward to hearing from you soon and seeing you there. Please connect with our Vending Coordinator for support, more information, and future updates.

Vending Coordinator Contact:

Mike Munch

Email Address: dragonholdmarket@gmail.com

Have a blessed day!

Sincerely,

Joyce Cahalin

Event Producer

Website: <http://www.dragonhold.net>

Facebook Page:

<https://www.facebook.com/dragonholdfestival/>