

# WORCESTER TOWNSHIP COMMUNITY DAY

## NON-FOOD/ BUSINESS VENDOR APPLICATION

**Nonprofit Fee: \$ 25 (must provide proof of nonprofit status)**

**Business Fee: \$ 50**

Organization/ Company: \_\_\_\_\_

Organization/ Company Website: \_\_\_\_\_

Organization/ Company Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Brief Description of Business: \_\_\_\_\_

I plan on selling items at my booth. Please describe: \_\_\_\_\_

Person of Contact: \_\_\_\_\_

Person of Contact Title: \_\_\_\_\_

Person of Contact Telephone No (Day of Event): \_\_\_\_\_

Person of Contact Email Address (Day of Event): \_\_\_\_\_

I am interested in holding an activity, demonstration, or small game associated with my display. Please describe: \_\_\_\_\_

The size of my display **WILL** fit into the 10'x10' size requirement.  
The items I plan on bringing are (include table count, chairs, and if canopy will be used):  
\_\_\_\_\_

The size of my display **WILL NOT** fit into the 10'x10' size requirement.  
The items I plan on bringing are (include table count, chairs, and if canopy will be used):  
\_\_\_\_\_

**Return application, signed policies, and vendor registration fee payable to Worcester Township.**

**MAIL TO:**

**Worcester Township  
Attn: Community Day  
1721 Valley Forge Road, PO Box 767  
Worcester PA 19490-0767**

**Applications will  
be accepted until  
April 15, 2017 or  
until space runs  
out.**

## VENDOR LOGISTICS

- We recommend that spaces do not exceed 10'x10' – please adhere your display to this size or advise if larger space is needed. We will do our best to accommodate in advance.
- All vendors and businesses **must supply their own equipment**: this includes tables, chairs, and coverage tent if wanted.
- No electricity will be supplied.
- Set up for vendors will take place between 9:00 am and 10:30 am, no vehicles will be allowed throughout the park at any time during set up or breakdown.
- All vendors will generally share a common area, spaces will be assigned upon arrival.

## VENDOR POLICIES

- The intent of this event is not to make a profit of any kind AT the event, although businesses do have permission to sell items if they wish.
- The Township reserves the right to deny space to any applicant for any reason whatsoever, including but not limited to an applicant's usage of space which is not in keeping with the intent of the event. That intent shall be determined by the Township.
- Vendors are responsible for cleaning their space at the end of the day, and may be held responsible for not doing such or damages made to rented space.
- We do not guarantee exclusivity. Other vendors may provide the same products or services as you do.
- There are no soliciting, handouts or advertising allowed outside of your booth area.

## VENDOR ACKNOWLEDGEMENT AND SIGNATURE

- I understand that it is my responsibility to supply my own display materials – including table, chairs, and canopy if I wish to have one.
- I understand that I must clean and maintain my rented space. I may be responsible for any trash, or damages made to the space.
- Displays must remain open, occupied and operating during event hours of 11 am until 4 pm on event day. Participants will confine their display to their assigned spaces.
- I acknowledge that set up for the displays must take place by 10:30 am on event day. A forfeited vendor space due to no show, or poor planning will not result in a refund.
- I do understand that the intent of this event is not to make a profit during the event, and my application may be denied if this is the sole reason for participation.

**Today's Date:** \_\_\_\_\_

\_\_\_\_\_  
**Printed Name of Applicant**

\_\_\_\_\_  
**Signature of Applicant**

**WORCESTER TOWNSHIP COMMUNITY DAY**  
*Policies and Hold Harmless*

1. I understand that I must supply my own equipment, set up, and breakdown unless previously discussed with Township or specific accommodations have been made in advance.
2. I understand that my conduct, materials, items, and displays must be suitable for a family-friendly audience.
3. I understand that I am solely responsible for obtaining all necessary and appropriate Health Department permits and providing copies to the Township (**Food Vendors Only**).
4. I understand that my requested services and availability are needed on Saturday, May 13, 2017 **AND** Sunday, May 14, 2017 in the event of a rain date.
5. I understand that a decision on the cancellation of the event will be made by 6:00 am the day of the event at the latest.
6. I understand that the Township will contact me at the email address and/ or phone number provided on the application in the event of questions, important contact, etc.
7. I understand that the event begins at 11 am and I will make the accommodations necessary to allow myself ample time to set up for the event and execute my specific duties without delay. Penalties for tardiness or the inability to fulfill duties may occur.
8. I understand that I may be required to supply a certificate of liability insurance naming *Worcester Township* as an additional insured if my services involve prepared food, audience participation/ involvement, and activities.

**HOLD HARMLESS STATEMENT:**

I, \_\_\_\_\_, intending to be legally bound, agree to indemnify and hold harmless and defend the Township of Worcester and their officers, agents, volunteers, and employees from any and all claims, suits, or actions for injuries, death and/or property damage from any and all injuries, liabilities, losses, costs damages, expenses (including attorney's fees and other costs of litigation), claims, demands and judgment, in law or equity (collectively "indemnified claims"), which arise from, or relate in any way to the participation of \_\_\_\_\_ (**NAME OF VENDOR**) in the annual Worcester Township Community Day event on May 13, 2017 (rain date May 14, 2017) including, but not limited to, any indemnified claims which may be brought by third parties as well as by the vendor and/or any of his/her/their guests, invitees, visitors or members (or any of their respective heirs, administrators, executors, agents or assignees).

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**