

## **VENDOR/EXHIBITOR REGISTRATION FORM**

### **HELLERTOWN-LOWER SAUCON COMMUNITY DAY**

**Sat. - August 18, 2018: 11:00 am - 4:00 pm @ Morris J. Dimmick Park**

**Business/Organization Name:** \_\_\_\_\_

**Type of Organization:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

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#### **Fee Structure for Vendor/Exhibitors:**

Located **WITHIN** the boundaries of Hellertown Borough or Lower Saucon Township?\*

- Non-Profit/Civic Group \$20
- Business – Member of HLS Chamber \$35
- Business – Non-member of HLS Chamber \$55

Located **OUTSIDE** the boundaries of Hellertown Borough or Lower Saucon Township?\*

- Non-Profit/Civic Group/Business \$100

\* In accepting vendor/exhibitor applications, businesses and local groups located in the borough or township will be given priority.

**Number of Vendor/Exhibitor Booth spots needed::** \_\_\_\_\_

Fees listed above are for a 10' x 10' spot. If you need more space you must request and pay for two vendor spots.

**Do you need Electricity** (limited availability)? ☐ YES ☐ NO

If you request electricity you are responsible for providing a single 50 ft. extension cord. Electricity requests are based on first come/first serve basis. Generators are discouraged.

**You plan to...** ☐ Offer an Activity ☐ Sell Food\* ☐ Sell Merchandise ☐ Hand out literature / freebies

**Please provide a brief Description:** \_\_\_\_\_

\*If you are selling food, please list what product(s) you plan on selling to avoid a lot of duplication

I agree to all the terms of the attached Rules and Regulations and have enclosed payment along with this registration form, Completed Vendor Liability Agreement and Certificate of Insurance (proof of insurance coverage is required).

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

<b>DEADLINE FOR REGISTRATION – June 15, 2018 ***</b>
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Please make check payable to: **Borough of Hellertown – Community Day**

Mail to: **HLS Community Day, c/o Borough of Hellertown, 685 Main Street, Hellertown, PA 18055**

## VENDOR LIABILITY AGREEMENT – HOLD HARMLESS

I wish to participate as a vendor or associate in the Hellertown-Lower Saucon Community Day. I agree to accept all liability and responsibility for any personal injury, property damage, loss, theft or any other harm suffered by myself or others arising from or otherwise incident to my participation in the Event.

\_\_\_\_\_ (the Vendor/Exhibitor) shall indemnify and hold the Borough of Hellertown, and their officials, event committee members, directors, employees and agents harmless against all suits, claims demands and losses including costs, expenses and legal fees incurred as a result of any act or omission, neglect or misconduct of the Vendor, its agents, servants, employees and/or volunteers during the Event.

By signing this Agreement, the Vendor/Exhibitor hereby requests the Borough of Hellertown to reserve vendor space at the Event and affirms it has read, understands and agrees to all terms and provisions of this Agreement.

Signed: \_\_\_\_\_

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

Print Name: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

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

**LIABILITY INSURANCE CERTIFICATE:** Insurance certificates must accompany this application. All Vendors/Organizations/Participants are required to present at time of application a Liability Insurance Certificate in the minimum amount of \$500,000 per occurrence, with the following listed

as **Additionally Insured:**      Borough of Hellertown  
685 Main Street  
Hellertown, PA 18055

## **VENDOR/EXHIBITOR RULES AND REGULATION**

### **2018 HELLERTOWN-LOWER SAUCON COMMUNITY DAY**

We are pleased that you will be joining us for 2018 Hellertown-Lower Saucon Community Day event! You are here as our guest and we look forward to a wonderful event. In order to ensure the safe, smooth and efficient operation of the day, it is required that the individuals, vendors and organizations participating in the event follow these rules and regulations without exception:

1. The Hellertown-Lower Saucon Community Day Committee, in its sole discretion, reserves the right to refuse any application.
2. Vendor/Exhibitors can begin setting up any time after 8:30am on Saturday morning in the space assigned. We would like everyone to be ready to receive visitors at 10:45am. Opening ceremony will begin at 11:00am.
3. The hours of operation for vendor/exhibitor booths are 11:00am to 4:00pm. Booths **MUST** be manned during these hours.
4. Hellertown-Lower Saucon Community Day committee will assign booth location(s) and provide access to electricity if requested. You will be mailed a map with your booth number and location a week before the event.
5. There will be a designated parking area for Vendors. You may have to park a distance from your booth so please be prepared to cart your booth items on your own. Vehicles are not permitted in the festival area during festival hours. Our volunteer staff is limited and often busy checking in vendors, so we cannot assist with set-up.
6. Vendors/Exhibitors are responsible for providing tents, lights, tables, chairs and any other items considered necessary to operate that can be contained within the assigned space or area.
7. All vendors and organizations are required to present, at time of application, a Liability Insurance Certificate. You will not be permitted to participate in the festival if not properly insured.
8. Food Safety: Vendors and organizations that will be serving food and beverages at Community Day must be aware of some suggestions from the PA Department of Agriculture, Food Safety & Laboratory Services Division regarding how to prepare and serve food safely for an event. They emphasize four (4) practices that help insure food safety:
  - a. Maintain proper food holding temperatures (hold cold foods below 41 degrees and hot foods above 135 degrees Fahrenheit).
  - b. Be certain that foods are adequately cooked before serving.
  - c. Keep food cooking and serving equipment contamination-free (for example, keep food items and utensils off the ground).
  - d. Maintain good personal hygiene and have food preparation/handling and money transactions handled by separate individuals.
9. Vendors and organizations are responsible for cleaning up their area promptly at 4:00pm to make way for the "Music in the Park Summer Concert" event starting at 5:30pm. Vehicular access may be limited as we are encouraging guests to stay for musical entertainment provided as part of Community Day events from 4:00pm to 5:30pm.
10. All existing Dimmick Park rules are in full force and effect during community day hours unless authorized by the Borough Council.

11. Hellertown-Lower Saucon Community Days are not responsible for lost, stolen or damaged equipment or material.
12. Refunds (or credit for the following year) will only be granted in the event of inclement weather that results in cancellation of the event prior to set-up.