

# Waterford Days – July 14, 15 and 16, 2017

## Non-Profit Vendor Application

Please read the WATERFORD DAYS NON-PROFIT VENDOR RULES & REGULATIONS before completing this application.

*Note: Submission of application does not guarantee acceptance. You will be notified by email of your acceptance. Non-profit vendor spaces are available to non-profit organizations located in the Fort LeBoeuf School District only.*

Contact Name: \_\_\_\_\_

Group or Organization: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

PA State Tax Number (required) \_\_\_\_\_  Check here if application is pending. See "Sales Tax Rules" for info.

Non-Profit ID # \_\_\_\_\_

Please provide a complete listing of the goods and services that you will be offering. \_\_\_\_\_

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Items must be approved by the committee. No two vendors will be permitted to offer the same goods. Once you have submitted your application and have been approved, you may not change your product offerings without prior approval from the committee.

Please specify any special needs (limited electricity available): \_\_\_\_\_

Electricity assignments will be based on need, so please explain and list the electrical appliances that you intend to run (i.e. large freezer, small microwave, etc.). Vendors who commit to the entire 3-day event will be given preference for electricity.

### Spaces are 12' x 12' Fee = 10% of total profit

Number of Spaces Requested: \_\_\_\_\_ For planning purposes, please let us know which day(s) you will be attending:

Friday     Saturday     Sunday     All Weekend

Spaces are limited and requests exceeding 2 may be rejected. Your fees will be due and payable directly following the close of the weekend. **Please return this completed form by June 1st.** If all persons wear period clothing while working in the booth, you will receive a \$5/day discount on your 10% fee.

Check here if you agree to dress in period clothing for the event (and receive a \$5/day discount).

**Include:** Completed and signed application and a self-addressed, stamped business envelope to receive your jury notification.

**Waiver:** By submitting an application to this show, I acknowledge that property is brought to the show at my own risk. I also realize that there is possible risk of injury to myself while participating in the event. I agree to assume the risk of injury that I may suffer while involved in this event, and agree not to hold the Borough of Waterford and its officers, officials, and agents, Waterford Days Committee and its organizers, volunteers and agents, Fort LeBoeuf Historical Society and its officers, officials and agents, or event sponsors liable for any injuries that I may suffer or for property loss or damage of any kind while participating in this event. I have read the RULES & REGULATIONS, understand them and agree to abide by them. I understand that any disregard for these rules may result in disciplinary action up to and including immediate expulsion from the event with no refund and being banned from future events.

Signature \_\_\_\_\_ Date \_\_\_\_\_

# WATERFORD DAYS 2017

## Non-Profit Vendor Rules and Regulations

Friday, July 14                      3pm - 8pm

Saturday, July 15                    10am - 8pm

Sunday, July 16                      11:30am - 5pm

**RAIN OR SHINE**

**Call for Applications.** Fort LeBoeuf school groups, organizations and other Waterford area non-profits are invited to apply to Waterford Days Arts & Crafts Show to be held on the grounds of Waterford Borough's Gazebo and ball parks. The Arts & Crafts Show is the focus of Waterford Days, a three-day event featuring various entertainment and where businesses, civic and service organizations, recreation and school groups, churches and other charitable groups will be opening up their doors and scheduling activities and events to increase public awareness of their important work. Thank you for your interest.

### SHOW RULES AND REGULATIONS FOR FLB SCHOOL DISTRICT AREA NON-PROFITS

**Qualifications.** The application deadline is June 1 or when the spaces are full. Non-profit spaces are limited and are open to non-profit organizations located in the Fort LeBoeuf School District only. This includes 1 or 2-day food vendors and bake sales as well as other 1, 2, or 3-day non-profit organizations who are not selling food. Non-qualifying applicants will be rejected. Returning vendors will be given preference.

**Jurying.** Along with your application, you will be required to specify what goods or services you are offering to the public. Please enclose three (3) non-returnable photos of your goods, if applicable, with your application for jurying purposes. The committee must approve these goods and services as no two vendors will be permitted to offer the same goods as a main offering. Once vendors have submitted their application and have been approved, they may not change their offerings without prior approval from the committee. Applicants will be notified of their acceptance, rejection or wait status. Those not accepted will be notified by email. Once non-profit vendor spaces are full, applications will continue to be juried, and approved applications will be placed on a waiting list. Enclose a large, self-addressed, stamped envelope with the application for the return of the jury notification if you haven't provided an email.

**Sales Tax.** Any person or other entity that sells products subject to sales tax in Pennsylvania is required to register for a Sales Tax license before selling any products subject to the tax. To apply for a Pennsylvania tax number visit the Pennsylvania Department of Revenue <http://www.pa100.state.pa.us/>

**Spaces.** Spaces are 12' wide on grass along the sidewalk starting at the traffic light in the gazebo park with the exception of the dunk tank, which will be located at the southwest corner of the gazebo park. You will be assigned your own numbered space(s). Booth locations are not guaranteed and while every effort will be made to accommodate special requests, final space assignments will be laid out and assigned based on the Waterford Days Committee's discretion. It is the exhibitors' responsibility to provide their own display equipment (tent, chairs, tables, etc.). There is limited electrical access in this area. Spaces cannot be shared with another group at the same time. Tents must be in good condition and secured. Non-profit vendors may choose to occupy their space for only one or two days rather than remain open during all three days. Non-profit vendors must stay open during show hours, unless they are sold out of product. Upon request, valid photo identification must be presented.

**Set-up.** Non-profit vendors may set up on Friday between 8:00am and 2:00pm. No vehicles in the parks. You may park along the gazebo park long enough to unload, and then you must move your vehicles. There is parking behind the elementary school.

Your booth should be open at the starting time each day and ready to offer your goods or services. All tents and display units must fit within the space provided. A maximum of two (2) spaces will be allowed for a total of 24' frontage. Exhibitors may leave their tents and displays up overnight; however, it is recommended that all merchandise be removed from the display overnight. Although there will be patrols on Friday and Saturday night, that does not guarantee the safety of your merchandise. If you choose to leave your merchandise in the parks overnight, you will do so at your own risk. If you choose to set your tent up on Thursday evening, realize that there will be no patrols that night and you will be doing so at your own risk.

**Temporary Food License.** If you are offering food, the Department of Health will be on-site on Friday around Noon for inspections and issuance of temporary food licenses. There will be a fee due and payable to the Erie County Department of Health at the time of inspection. You must prominently display your Temporary Food License at all times during the event. A *Temporary Event Food Service Facility Guidelines* brochure, explaining the ECHD's requirements for food vendors, will be sent with the response to your application.

**Tear-down.** Vendors may tear down starting at 5:00pm on Sunday. You must take all unsold merchandise with you when you leave. Please bring your own trash bags. Note that littering could also subject you to a Borough citation. You must leave your booth space(s) in the same condition that it/they were before your arrival. Small trash (food, beverage/snack containers, etc.) are to be placed in the trash cans and/or dumpsters provided or taken when leaving.

**Not Permitted.** Exhibitors are not permitted to have any pets, animals, or open containers of alcohol in the Borough parks.

Church services are held at the gazebo on Sunday morning. Vendors may not sell or commence any activity during church services. This rule is strictly enforced. Booths must be closed and tables covered until the service is over. NO EXCEPTIONS.

The Waterford Days Committee reserves the right to refuse exhibition of any item or group items and/or refuse entrance to or evict a vendor/exhibitor for improper conduct and/or violation of these rules, with no refund.

Fort LeBoeuf Historical Society  
C/O Waterford Days  
PO BOX 622  
Waterford, PA 16441  
Phone: 814-352-5463  
waterforddays@gmail.com  
<http://www.fortleboeufhistory.com>  
<http://www.waterforddays.com>

# Waterford Days 2017

## Non-Profit / Food Vendor Fee Remittance Form

All fees will be due and payable directly following the close of the weekend. **Please return this completed form with your payment no later than Aug 15th.** Payment by check or money order payable to: Fort LeBoeuf Historical Society

**Mail to:** Fort LeBoeuf Historical Society, C/O Waterford Days, PO BOX 622, Waterford, PA 16441

Contact Name: \_\_\_\_\_

Group or Organization: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

PA State Tax Number (required) \_\_\_\_\_  Check here if application is pending. See "Sales Tax Rules" for info.

Non-Profit ID # \_\_\_\_\_

If all persons wore period clothing while working in the booth, you can deduct a \$5/day discount from your fee.

Check here if you dressed in period clothing for the event and fill in the appropriate line below.

Total Profit \$ \_\_\_\_\_

10% of Profit (profit x 0.10) \$ \_\_\_\_\_

Minus Period Dress Discount (\$5 x # of days) \$ \_\_\_\_\_

Total Due (10% - discount) \$ \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Failure to return this form with payment may result in denial of future applications.