

# Waterford Heritage Days 2023

July 21-23, 2023

Dear Crafter,

The Waterford Heritage Days Committee invites you to join us this year. This is a juried show and only handcrafted items are allowed in the park. Applications will be juried on a weekly basis as they are received and we will notify you immediately of your acceptance by email so you may plan your year accordingly.

Your check will be deposited upon your acceptance. Check can be post-dated no later than June 1st. Any bank fees incurred and a \$35 fee as a result of insufficient funds will be repaid to The Veterans Miracle Center of Erie by the vendor prior to the event along with the amount of the booth fee.

We would still like to bring the historical aspect of the show back, so we are asking that you wear period clothing.

The craft show runs for three days. Set up will begin at 8am Friday morning. Please have everything set up and ready to sell by 3pm.

Show Times are as follows:	Friday, July 21	3:00pm-8:00pm
	Saturday, July 22	10:00am-8:00pm
	Sunday, July 23	11:30am-5pm

If you close early, you forfeit your contract. You may stay open later if you choose to do so.

## PLEASE NOTE:

Early set up for the show will begin no earlier than **Thursday after 3pm**. The map will not be placed at the gazebo until this time. The committee has a rental agreement for the park for Friday, Saturday, and Sunday. If vendors set up before the early setup time above and the borough charges us for another day's rental, that cost will be passed directly onto those in violation. If you choose to set your tent up and/or leave your merchandise in the parks overnight on Thursday evening, realize that security for the show does not begin until Friday evening and you will be doing so at your own risk.

We do encourage you to have lighting in your tent, Battery operated lanterns are perfect

There is no electric for use in the park by crafters. No generators, compressors, open flames, or candles are permitted in the park. Violators may be ejected immediately and/or banned from future events.

Hope to see you in July!



Dawn M. Brown Legacy Hydroponics LLC

1357 Lane Road, Waterford Pa 16441

Waterford Heritage Days 2023



## Waterford Heritage Days – July 21, 22 and 23, 2023

### Craft Vendor Application

Please read the WATERFORD HERITAGE DAYS CRAFT VENDOR RULES & REGULATIONS before completing this application.

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

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

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

Tax I.D. # (required) \_\_\_\_\_ ☐ Check here if application is pending. See "Sales Tax Rules" for info.

Description of crafts (include non-returnable photos) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

This is a juried show. It is the goal of this committee to offer a wide variety of crafts and therefore reserve the right to reject all or a portion of the offerings of each crafter. Once you have submitted your offerings and have been approved, you may not change your offerings without prior approval from the committee. Previous spots from previous years are not guaranteed. There will be no refunds for any reason.

In the ballpark we are now allowing other vendors and direct sales also, where there will be a kid zone and food vendors.

Please specify any special needs: \_\_\_\_\_

Car/Vehicle Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_

Tag Number/State: \_\_\_\_\_ Trailer Tag Number/State \_\_\_\_\_

**Spaces are 12' x 12' Fee = \$175 per space** and a basket Raffle item.

Number of Spaces Requested: \_\_\_\_\_ Amount Enclosed: \$ \_\_\_\_\_ Check # \_\_\_\_\_

Please specify Gazebo (Homemade) \_\_\_\_\_ Ballpark \_\_\_\_\_

Kids activity \_\_\_\_\_

Spaces are limited and requests exceeding 2 may be rejected. **Please return this completed form by June 1st.**

If your form is **postmarked by April 1st**, you will receive an **early bird discount of \$25** off your fee (**\$150 per space**).

**Include:** Completed and signed application, non-returnable photos showing examples of your craft items, and make sure you provide an email address for all correspondence.

Make checks payable to: **The Veterans Miracle Center of Erie** and mail to: **Legacy Hydroponics LLC, C/O Waterford Heritage Days Crafters, 1357 Lane road, Waterford, PA 16441**

*Note: Submission of application does not guarantee acceptance. Applications will be juried weekly as they are received and you will be notified by postal service or by email of your acceptance or rejection. Your check will be returned if you are not accepted into the show.*

**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 Heritage Days Committee and its organizers, volunteers and agents, Legacy Hydroponics LLC, The Veterans Miracle Center 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 barred from future events.



# Waterford Heritage Days 2023

## Craft Vendor Rules and Regulations

Friday, July 21	3pm – 8pm
Saturday, July 22	10am – 8pm
Sunday, July 23	10am – 5pm

### RAIN OR SHINE

**Call for Applications.** Crafters are invited to apply to Waterford Heritage 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 Heritage Days, a three-day event featuring various entertainment and where businesses, civic and service organizations, recreational 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 CRAFT VENDORS

**Qualifications and Jurying.** The application deadline is May 1 or when the spaces are full. Only **handcrafted items** that have been made by you that are listed on your application will be permitted in the Gazebo side of the park. Kits, store bought, or catalog items are acceptable on the ball park side in good taste.

**Food.** If you are selling food products or giving out food samples, you will be inspected by the Erie County Department of Health and may be required to purchase a temporary event food vendor license. You **MUST** list all foods being offered and obtain approval from the committee to ensure that there is not a conflict with another vendor. Non-qualifying applicants will be rejected. Returning vendors from the previous year will be given preference.

**Temporary Food License.** The Erie County Department of Health changed the process for obtaining a temporary food license. **All forms must be filled out by each vendor and received by the Food Vendor Chairman no less than 3 weeks prior to the event accompanied by a check for \$80. Checks should be made payable to ECDH.** Your temporary license must be prominently displayed in your booth for the duration of the event. It is your responsibility to ensure that your forms are filled out completely and are submitted on time along with your check for the correct amount. Failure to do so will result in a failure to obtain your license and you will not be able to participate in this year's event.

**Jurying.** The committee must approve all offerings. Once vendors have submitted their offerings 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 by email or postal service. Once vendor spaces are full, applications will continue to be juried, and approved applications will be placed on a waiting list. You may opt out of the wait list by indicating such on your application. All correspondences will be done via email, so please make sure you include it.. Checks will be deposited upon acceptance checks can be post-dated no later than June 1st. Any bank fees incurred as a result of insufficient funds and a \$35 fee will be repaid to the Veterans Miracle Center of Erie by the vendor prior to the event in addition to the regular fee.

**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'x12' and are located in the gazebo park, or ball park. This means your poles, stakes, and ropes must be inside this area. 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 Heritage Days Committee's discretion.

Spaces are limited to a maximum of 2 per crafter. Due to changes made in the park each year, some spots may not be available, or there may be a slight change in spaces.

It is the exhibitors' responsibility to provide their own display equipment (tent, chairs, tables, etc.). Spaces cannot be shared. Tents must be in good condition, secured and have sides to close up at night. Craft vendors agree to occupy their space and remain open during all three days during show hours. Upon request, valid photo identification must be presented. You are also required to have your tent weighted down.

Although the organizers will provide straw in case of inclement weather, this is only for the common walkways in front of the tents. The straw will be spread by workers at the event as necessary. It is NOT included in the show fees and it will NOT be handed out to vendors. You will be responsible for bringing your own straw for inside your tent if necessary. The organizers will NOT be stocking extra bales of straw and will NOT be selling any at the event.

**Set-up.** Early set up for the show will begin no earlier than **Thursday after 3pm**. The map will not be placed at the gazebo until this time. The committee has a rental agreement for the park for Friday, Saturday, and Sunday. If vendors set up before the early setup time and the borough charges us for another day's rental, that cost will be passed directly onto those in violation. If you choose to set your tent up and/or leave your merchandise in the parks overnight on Thursday evening, realize that **security for the show does not begin until Friday evening** and you will be doing so at your own risk.

There is no electric for use in the park by crafters. **No generators, compressors, open flames, or candles are permitted in the park.** Violators may be ejected immediately and/or banned from future events. You are encouraged to have battery operated lights or lanterns.

**Your booth must be open at 3:00pm Friday ready to sell.** Tents and displays may be left up after show hours; 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. By leaving your merchandise in the park overnight, you agree to take full responsibility for said merchandise and release Legacy Hydroponics LLC and the Veterans Miracle Center of Erie, the Waterford Days Committee, and all other agents and assigns of Waterford Days from any and all liability for damage or theft of merchandise or other possessions left in the park.

**Tear-down.** Vendors may tear down starting **no earlier than 5:00pm on Sunday**. Tearing down early may lead to loss of contract for subsequent years. You must take all unsold merchandise with you when you leave. Note that littering could also subject you to a Borough citation. You must leave your booth space(s) in the same condition that it was before your arrival. Small trash (food, beverage/snack containers, etc.) is to be placed in the trashcans 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:** 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.
- **PARKING:** No vehicles are permitted to drive on the grass in the park! Violators will be charged for any fees incurred to repair damage to the grounds. Unloading and loading must be done at curbside only. If you have trailers to transport your goods, they need to be moved immediately after unloading and parked elsewhere unless you receive special permission. This is a safety issue and will be enforced.

The Waterford Heritage 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. There will be no refunds given as this is a fundraiser.

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