

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

Non-Profit Vendor Application

Please read the WATERFORD HERITAGE 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. _____

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.

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 to:**

Legacy Hydroponics LLC C/O Waterford Heritage Days Non-profit Waterford, PA 16441.

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 banned from future events.

Signature _____ Date _____

Waterford Heritage Days 2023

Non-Profit Vendor Rules and Regulations

Friday, July 21 3pm – 8pm

Saturday, July 22 10am – 8pm

Sunday, July 23 11:30am – 5pm

RAIN OR SHINE

Call for Applications. Fort LeBoeuf school groups, organizations and other Fort LeBoeuf School District area non-profits 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, 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 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' x 12' 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 Heritage 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 on High Street along the gazebo park long enough to unload, and then you must move your vehicle. 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.

Oil and Water. All water used during the event must come from the municipal water source located in the park. All grey water must be collected in the grey water collection barrels provided near the dumpster. Used oil must be cooled and collected only in the oil collection barrels provided near the dumpster. Please ensure that you are using the correct barrel when dumping. The barrels will be clearly marked.

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 for inside your booth and deposit full bags in the dumpster provided. 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.) can be placed in the trashcans or dumpsters provided. Large boxes should be broken down and placed in the provided dumpster. Do not leave piles of trash in the park.

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.

Legacy Hydroponics LLC
C/O Waterford Heritage Days Non-Profits
Waterford, PA 16441

Waterford Heritage Days 2023 Non-Profit 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 1st.** Payment by check or money order payable to: The Veterans Miracle Center of Erie

Mail to: Legacy Hydroponics LLC, C/O Waterford Heritage Days Non-Profits, 1357 Lane road, 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 # _____

Total Profit \$ _____

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

Total Due (profit - Discount) \$ _____

Signature _____ Date _____

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