



Lower Gwynedd Township

Fall Fest 2023

Vendor Application

Saturday, September 23rd, 2023

12:00 pm - 5:00 pm

Houston & Dager Road

Company / Organization: _____

Short Description of Wares: _____

Contact Name: _____

Company Physical Mailing Address. Please include suites or P.O. Box Number:

If you wish the forms to be mailed to an additional address please indicate:

City/State/Zip: _____

Email address: _____

Website site / Facebook: _____

Phone: _____ Cell # during event: _____

Vendors **MUST** provide their own canopies. **Electricity & tables are NOT provided.**

FEES ~ ONLY 1 SPACE PER VENDOR

_____ of 10' X 10' Vendor Space \$25 per space for Craft Vendors TOTAL \$ _____

_____ of 10' X 10' Vendor Space \$50 per space for Business Vendors TOTAL \$ _____

Application and non-refundable fee must be received by **August 31, 2023**. There is a limited number of spaces for this event and spaces fill quickly. Applicants can pay by cash, check (payable to Lower Gwynedd Township), or via credit card through the Township website, www.lowergwynedd.org

My signature below certifies that I am applying for a space at the Lower Gwynedd Township Fall Fest and have read and agree with the Exhibitor Rules & Regulations (attached). I hereby release Lower Gwynedd Township, their agents and officers from any responsibility due to acts of war or any act or condition incident to war, and for acts of God and nature, including inclement weather necessitating cancellation of the event for any loss or damage to property, personal injury and financial investment losses as a result of this event. I shall hold harmless and indemnify Lower Gwynedd Township, the Fall Fest Committee and their agents and officers against any liability or expenses arising out of any claim for the loss or damage to property, personal injury and financial investment losses, together with all costs in connections with the defense thereto, including attorney's fees. I agree to comply with all rules, regulations, guidelines, terms and agreements of the Lower Gwynedd Township Fall Fest. I understand that my application and fees, once accepted, are non-refundable. There will be a \$25 fee for all returned checks.

Signature: _____ Print Name: _____ Dated: _____

Forms can be mailed to:

Lower Gwynedd Township

P.O. Box 625 Spring House Pa, 19477-0625

Questions: 215-646-5302 • www.lowergwynedd.org

Rules And Regulations

1. In order to participate in the Fall Fest, Exhibitors must submit this application by August 31, 2023 and receive written approval from the Township Manager pursuant to Section 850.09 of the Lower Gwynedd Township Code (the “Code”). The fee for vendors who are considered crafters (crafters are defined as those making handcrafted decorative and/or functional items that demonstrate quality of craftsmanship) will be \$25 and all other vendors who are businesses that are not selling craft goods will be \$50.
2. Fall Fest strives to create a safe, clean, comfortable and enjoyable environment for all guests. As such, exhibitors are required to exhibit appropriate behavior and will not be approved to engage in behavior that is unruly, disruptive or illegal in nature, exhibiting signs of alcohol impairment that result in irresponsible behavior, foul or abusive language or obscene gestures, interference with the progress of the event, verbal or abusive harassment of others, disturbing guests’ enjoyment of the event, displaying obscene or indecent messages or images on literature, products, signs or clothing or which violates any local, state or federal laws.
3. The Township reserves the right to limit the number and type of vendor applications approved under Regulation 1, to avoid an imbalance in vendor types and to advance the overall purposes of the Fall Fest to promote and celebrate Lower Gwynedd Township and its businesses, vendors, and residents. Conflicts regarding approval of vendor application will be resolved by the Township Manager in his/her sole discretion, as provided under Section 850.09 of the Code. The Township Manager has the discretion to request proof of insurance coverage if the applicant’s activities dictate that coverage be provided.
4. Exhibitors must display and sell **ONLY** pre-approved items that were submitted to the Lower Gwynedd Township Fall Fest Committee. Photos submitted to the committee will not be returned. All work must be original arts or crafts by vendor. **ALL VENDORS MUST COLLECT Pennsylvania 6% Sales Tax.**
5. No commercially purchased merchandise, kit work, flea market items, novelties, current hot trends or fad toys, antiques or food/beverage products will be allowed for sale by art or craft show participants. This policy will be strictly enforced. Exhibitors violating Regulations 1 and 2 will forfeit their exhibition space and **THERE WILL BE NO REFUNDS.**
6. **ALL VEHICLES MUST BE REMOVED FROM THE FALL FEST BY 6:00 PM. VEHICLES ARE NOT PERMITTED ON DURING EVENT HOURS FOR ANY PURPOSES. THERE WILL BE NO EXCEPTIONS.**
7. The Committee reserves the right to assign all spaces and the decisions are final. We cannot guarantee specific spaces for all. Exhibitors will be notified of the space location two weeks prior to event. Vendor must display Fall Fest booth assignment card during event.
8. **EXHIBITORS ARE TO REPORT TO FALL FEST SET UP COORDINATORS ON SITE TO BE DIRECTED TO THEIR SPACE(S). SPACES ARE PRE-ASSIGNED.** Set up times will be staggered beginning at 7:30am. Vendor will receive their set up time with Vehicle Access ID.
LOAD IN TIMES: 10:00 a.m. EVENT HOURS: 12:00 pm – 5:00 p.m. BREAKDOWN: 5:00 p.m.
9. **THERE IS NO RAIN DATE.** If the event is canceled due to weather, the application fee will be refunded.
10. Food Truck Vendors shall complete a separate Food Truck Vendor Application, which identifies additional rules and regulations, including the requirement to produce a certificate of insurance.
11. Exhibitors will be erecting their displays on a public street and cannot use stakes. All racks, tents, canopies and other displays must be securely weighed down or other pre-cautions taken to ensure safety during windy/rain conditions. Exhibitors must furnish their own tents, tables and chairs.
12. No exhibitor may sublet. Exhibitors must stay within their allotted space. There can be no blockage or pedestrian traffic, sidewalks, residential walkways and emergency vehicle access.
13. Merchandise storage outside of exhibit booth is NOT allowed. Storage must be self-contained neatly within allotted space.
14. Exhibitors must maintain the cleanliness and orderliness of their booth at all times, reflecting family friendly decorum for this event. Improper behavior, offensive language or loud music is not permitted. The Committee reserves the right to ask any vendor to leave if they violate these terms or if their products do not appropriately adhere to these rules. The Township will not be liable for any monies or damages incurred by exercising this right. Please understand that anyone seen defacing or found to have defaced any Township or business property will not be allowed to return and may face further charges and legal fees.
15. Exhibitors must provide standard thirty (30)-gallon trash bags and place their bagged trash outside their booth at the end of event. Event staff will collect trash.
16. There will be NO electricity as part of your rental of the space and generators will NOT be allowed. There is no Wi-Fi or Internet access. It is the vendor's responsibility to generate their own hotspot to process credit card payments or access to the Internet.
17. We will have a page on the Township website to keep you informed about this event. We will use social media to provide event updates and will list vendors on the website and highlight them in social media.
18. **Fall Fest Committee has a commitment to environmental sustainability and will continue efforts towards a “zero waste” event. We will continue to focus on waste diversion, sustainable disposal activities, and resource conservation. We strongly encourage vendors not to use plastic bags and to look at other green ways of packaging for sales.**

We look forward to working with you.