

**Rain Day Festival 2017**  
**Vendor Information**

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**Absolutely no alcohol permitted on premises!**

**Outdoor Festival held Rain or Shine!**

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**Application Deadline**

July 14, 2017 (*applications received after the deadline will require a \$25 late fee*)

**Event Information**

**Date:** July 29, 2017

**Event Time:** 11 a.m. to 10:00 p.m.

**Set-up Time:** 7 a.m. to 9:30 a.m. (**All vehicles must be off street at 9:30 a.m.**)

**Tear-down Time:** Street will not be opened to any vehicles until the conclusion of Fireworks. Fireworks scheduled to begin at approximately 9:30p.m. (*No exceptions*)

**Security Deposit**

Food Vendors with grease     \$350

All other vendors                 \$50

*Security deposits will be returned at the conclusion of the event.*

*Early tear-down will result in a forfeit of security deposit and exclusion from future events.*

*The only exception for booths tearing down early would be in inclement weather conditions!!*

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**Vendor Rules & Information**

1. All applications are subject to Special Events Commission (SEC) pre-approval. If the SEC feels that a vendor is not appropriate for the festival, the vendor will be contacted and their application returned.
2. In order to provide a wide variety of vendor selections, the SEC reserves the right to limit availability to two representatives of each type of vendors on a first-come, first-serve basis, excluding food vendors.
3. The SEC reserves the right to rule on vendors and also reserves the right to ask a vendor to leave or remove any items that do not conform to our guidelines. Refunds will not be granted under such circumstances.
4. Booth spaces are 10 foot by 12 foot. If you require more space than this, additional spaces must be reserved on the initial application. Each vendor must furnish their own materials such as tables, chairs, tents, canopies, electric cords, etc. The SEC will not furnish any materials. Tie downs for tents are mandatory in case of inclement weather (vendor booths will be located on a paved street).
5. Vendor spaces will be assigned and must be manned at all times and remain set-up from until the conclusion of fireworks on July 29. Early breakdown will subject you to exclusion from future events and forfeit the security deposit.

## Vendor Rules & Information Continued...

6. Vendors must unload quickly and park vehicles **prior** to setting up your booth. Vehicles may not be parked in any of the side streets or alleys. **This will be strictly enforced!** Vendor permits will be mailed with your confirmation prior to the event. Permits must be displayed on rear-view mirror when entering festival.
7. Ice and water will NOT be provided. Please make your own arrangements if needed.
8. Vendor spaces must be kept clean, safe, in sanitary condition and secured in a proper manner as to prevent any risks to patrons.
  - a. Food vendors must comply with both Health Department and fire code regulations. Any vendor working with grease must utilize grease mats and be responsible for grease stain prevention and removal.
  - b. All refuse and cooking oils must be removed from the booth by the vendor. NO product is to be dumped into the streets or left in the booth. If you are caught dumping anything, you will be shut down immediately and the security deposit will be forfeited.
  - c. Grease mats will be available to purchase \$12.00 each.
  - d. Security deposits will only be returned if the site is as clean as it was when you checked-in. Food Booth Security deposits will be returned by mail if space is clean at the end of the night and final daylight inspection.
9. No items sold are to feature the Rain Day logo or phrase.
10. Prices, rules and prizes must be posted and visible to the public.
11. Microphones and amps are NOT permitted.
12. Alcohol is strictly prohibited.
13. Vendors are at your own risk. Neither the SEC or Waynesburg Borough are responsible for damage, theft or loss.
14. The Department of Revenue requires a sales tax number. If you do not have a sales tax number, you must register online at [www.pa100.state.pa.us](http://www.pa100.state.pa.us) or call your nearest Pennsylvania Revenue District Office.
15. Proof of comprehensive liability insurance is required for food vendors and entertainment vendors.



**Rain Day Festival 2017**  
**Vendor Application**  
Application Deadline – July 14, 2017

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**Vendor Information:**

Name \_\_\_\_\_ Date \_\_\_\_\_

Name of Business, Club or Organization \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home/Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Please explain the type of information, craft, entertainment, commercial and/or food items you will have available during the festival. Be specific as only these items will be permitted!

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

Sales Tax Number *(required for all booths)* \_\_\_\_\_

Enclosed Proof of Comprehensive Liability Insurance *(Required for Food and Entertainment)*  Yes

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Applicant Name \_\_\_\_\_

**Please circle eligible category.**

Vendor Type	Security Deposit	Profit	Non-Profit	# of Spaces Requested
Information* 10'x12' Space * No selling permitted.	\$50	\$50	\$30	
Handmade Craft** 10'x12' Space ** Features handmade items.	\$50	\$50	N/A	
Entertainment/Commercial*** 10'x12' Space ***Features only games of chance *** Features commercially produced items, decals, or iron-on transfers.	\$50	\$85.00	\$65.00	
Food 10'x12' Space	\$350 for grease vendors / \$50 for all other	\$150	\$100	

**Total Application Fee**

# of Spaces \_\_\_\_\_ x Space Fee \$ \_\_\_\_\_ = Total \$ \_\_\_\_\_ Check # \_\_\_\_\_

**Booth Information:**

Do you require electricity? (Limit 2 plugs per space)  Yes (\$40 additional)  No

How many are: 110 \_\_\_\_\_ 220 \_\_\_\_\_

**Security Deposit (must be a separate check)** Security Deposit will cover multiple booths.

Security Deposit \$ \_\_\_\_\_ = Total \$ \_\_\_\_\_ Check # \_\_\_\_\_

All booths must remain open until end of the festival.

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**Contract, General Release and Acceptance**

- I (we), the applicant(s), have read the Vendor Rules & Information enclosed and agree to comply with the rules and regulations of the Rain Day Festival.
- I (we), the applicant(s), do expressly release the Producer (Special Events Commission and/or the Waynesburg Borough) from any and all liability for damages, injury or loss to persons or property of the vendor and any individual assisting the vendor which may arise from the rental and occupation of said space by the exhibitor, and agree to hold and save the Producer harmless of any loss or damage by reason thereof.
- I (we), the applicant(s), agree to be open during the specified hours of the event, 11 a.m. to conclusion of fireworks. Failure to comply with the above rules grants the Producer the right to deny future applications should my booth close earlier than 9 p.m. Please keep in mind there is a "NO REFUND POLICY."

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_

**Application will be void if not signed.**

Make checks payable to "Special Events Commission"

Sign, date and return application by July 14, 2017 to:

Attn: Athena Bowman, Waynesburg Borough, 90 East High Street, Waynesburg, PA 15370