

Rain Day 2024

Vendor & Food Truck/Trailer Information

No vendors are permitted to drive vehicles on the lawn areas.

Absolutely no open containers of alcohol permitted on premises!

Electric will be provided only to Sponsors, Food & Entertainment games approved by SEC.

Approved electric vendors will be placed on East & West Wayne Street.

Electric will not be approved for vendors other than those selling food and providing entertainment or games.

No outside generators or electric will be permitted in lawn area or on streets.

No Pets are Permitted!!!!

Outdoor Festival held Rain or Shine!

Application Deadline

July 12, 2024. No late applications will be accepted.

EVEN: RAIN DAY FESTIVAL

Event Information-VENDORS MUST HAVE COLOR PERMIT DISPLAYED IN VEHICLE

Date: Monday July 29, 2024

Event Time: 11:00a.m. to 9:00p.m. Event Location: Monument & College Park/Fountain Park)

Food Truck/ Trailers -8:00am Non-Food Vendors-8:30a.m.

(All vehicles must be off street at 10:30 a.m.)

Tear-down Time: Due to safety concerns **"NO Vehicles"** are permitted to enter the parks area until after the fireworks show, any vendor who does so, will be cited by the Waynesburg Borough Police Department. **(No exceptions)**

Fireworks: Immediately following final band performance at 9:00p.m.

Security Deposit: All vendors must pay.

Food Vendors with grease \$350

All other vendors \$50

Non-Grease 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!!

Vendor Rules & Information

1. Vendor is defined herein as any person, or business entity, whether profit or non-profit who successfully acquires one of more booth spaces for the event.
2. All applications are subject to Special Events Commission (SEC) pre-approval. If the SEC feels that a vendor is not appropriate for the festival or application is not completed or signed the application will be rejected and returned by mail.
3. **NO** Vendors are permitted to drive vehicle on the lawn areas.
4. 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.
5. Security Deposit
 - Security deposit **MUST BE A SEPARATE CHECK – NO CASH & NO MONEY ORDER, WILL NOT BE ACCEPTED.**

- The SEC reserves the right to ask a vendor to leave the event or remove any items not listed on the application and that do not conform to SEC guidelines. Vendors may be asked to leave the event if a vendor, its agents, or employees fail to abide by SEC rules or become unruly with SEC members, volunteers or the general public. Vendors who fail to comply with this subsection shall not be granted a refund of the security deposit or fee tendered unto SEC.
 - Security deposits will only be returned if the site is in same condition as it was when the vendor checked into the event. Food booth grease vendors security deposit will be returned by mail if space is in the same condition as it was when the vendor checked into the event.
6. Booth spaces are 10 feet by 12 feet. If you require more space than this, additional spaces must be reserved on the initial application. All vendors must furnish their own materials such as tables, chairs, tents, canopies, electric cords, etc. The SEC will not furnish any materials. **Tie downs/weights for tents are mandatory in case of inclement weather.**
 7. Food Truck/Trailers Vendors must have dimensions on application.
 8. Vendor spaces will be assigned by SEC.
 9. Vendors must ensure the vendor spaces are staffed at all times for the duration of the event and must remain set-up until the conclusion of fireworks on July 29. Early breakdown will subject you to exclusion from future events and forfeit the security deposit.
 10. Vendors must unload quickly and park vehicles prior to setting up your booth. This will be strictly enforced. Vendor permits will be mailed with confirmation prior to the event. Permits must be displayed on the rear-view mirror of vendor vehicles when entering the event location. This assist SEC in directing vendors to their respective booth space. These are not parking permits.
 11. **Ice and water will NOT be provided.** If ice and water is required by a vendor, vendor must make its own arrangements.
 12. Vendor spaces must be kept clean, safe, in sanitary condition and secured in a proper manner as to prevent any risks to patrons. **Hand Sanitizer must be provided by vendors at vendor booth spaces for use by vendor's agents and employees and members of the general public.**
 - 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 a vendor, its agents or employees is caught dumping anything, vendor will be shut down immediately, requested to leave the event and the vendor's security deposit will be forfeited.
 - c. Grease mats will be available to purchase for \$12.00 each.
 13. **No items sold are to feature the Rain Day logo or phrase.**
 14. **No pets are permitted.**
 15. Prices, rules, and prizes must be posted and visible to the public.
 16. Microphones and amplifiers are NOT permitted.
 15. **No open containers of alcohol are permitted. Vendors selling alcohol are not permitted sampling.**
 16. In making application for the event, each vendor agrees to hold harmless SEC and the Borough of Waynesburg of Waynesburg, its official, agents, employees and volunteers from any damage, theft or loss to the property of vendor.
 17. Non-Food vendors are not permitted to hand out free food items. (Drinks, Freeze pops, popcorn, etc.)

- 18.** Food Trucks vendors set up is at 8:00a.m. on July 29th. No food trucks will be permitted after 8:30a.m. Food Vendor Application must be completed and submitted.
- 19.** The Department of Revenue requires a sales tax number. Should a vendor not have a sales tax number, you must register online at www.pa100.state.pa.us or call the nearest Pennsylvania Revenue District Office.
- 20.** Proof of comprehensive liability insurance is required for food vendors and entertainment vendors.
- 21.** The festival will go on RAIN OR SHINE. There will be no refunds of any kind for last minute cancellations due to the weather. Please plan accordingly.
- 22.** Vendors must bring enough materials/supplies to last throughout the day. No vendors will be permitted to leave event and re-enter to get more merchandise due to safety reasons. This will be strictly enforced!

Vendor/Food Truck Application

Application Deadline – July 12, 2024

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!

NON-FOOD VENDORS ARE NOT PERMITTED TO HAND OUT ANY "FREE" FOOD-FREEZE POPS, WATER, POP, POPCORN, ETC. (If the below section is not completed, the application will be mailed back to you as incomplete)

Sales Tax Number (required for all booths) _____

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

Booth Information: Food Truck /Food Booths/Entertainment booths(games)

Only approved vendors with electrical needs will be placed on the streets. No electricity will be permitted in the lawn areas. Electrical spaces are limited.

Limit 2 booths only for all vendors.

All booths must remain open the entire length of the festival.

Please circle eligible category.

Vendor Type	Security Deposit	Profit	Non-Profit	# Of Spaces Requested
Information 10'x12' Space *No selling permitted. No Electricity will be provided.	\$50	\$50	\$30	
Handmade Craft 10'x12' Space **Features handmade items. No electricity will be provided.	\$50	\$50	N/A	
Commercial Booth 10 x12 ***Features commercially produced items. such as Clothes, home décor, shoes, Sweatshirts, T-shirts, etc. No Electricity will be provided.	Deposit \$50	Profit \$85	Non-Profit \$65	# Of Spaces

Vendor Type	Security Deposit	Profit	Non-profit	# Of spaces
Food Vendor 10'x12' Space	\$350 for grease vendors / \$50 for all other	\$150	\$100	
*Food Truck/Trailer	\$50.00	\$175	125.00	
* Must submit photo with application				

Food Vendors/Trucks/Electrical Game Vendors (complete this section)

Dimensions of Food Truck/Trailer _____

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

How many are: 110 _____ 220 _____

Total Food Truck/Trailer Application Fee (Check #) _____

Space Fee \$ _____ Electric \$ _____ = Total \$ _____

Security Deposit (must be a separate check-no cash & no money order)

Security Deposit will cover multiple booths.

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

All booths must remain open until end of the festival.

Information, Craft & Commercial booths (complete this section)

No electricity will be provided to information, crafts & commercial booths.

All vendor security deposits must list what company your organization is representing on the memo line of security deposit check.

Total Booth Application Fee Check # _____

Of Spaces _____ x Space Fee \$ _____ Total \$ _____

Security Deposit (must be a separate check-no cash & no money order)

Security Deposit will cover multiple booths.

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

All booths must remain open until end of the festival.

**Contract, General Release and Acceptance
(must be signed)**

- 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, 11a.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 9:00p.m. Please keep in mind there is a "NO REFUND POLICY."
- I agree that should I execute this agreement on behalf of any partnership, association, committee, corporation or other business entity (non-profit or for profit) (hereinafter "Entity"), I am a duly authorized agent of said Entity and have the authority to bind the Entity to the terms of this agreement.

Applicant's Signature

Date

Make checks payable to "Special Events Commission"
Sign, date, and return application by July 12, 2024, to:
Attn: Krysten DeBolt, Waynesburg Borough, 90 East High Street, Waynesburg, PA 15370