

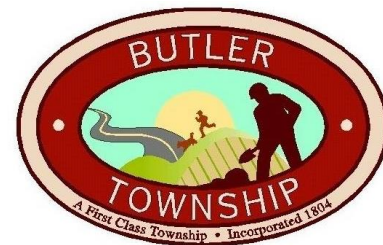
Butler Area

Community Day

Saturday, September 23, 2023

11:00AM-4:00PM

Odd Fellow Circle at Alameda Park



VENDOR APPLICATION

Application & proof of insurance is required for all Food Vendor Applications.

Butler County Parks & Recreation partnered with Butler Township presents Butler Area Community Day!

Applications must be received by September 15th, 2023 with payment in full.

Vendor location is assigned. Vendor fees are non-refundable.

Event takes place Rain or Shine

Name of vendor _____

Contact person _____

Address _____

State _____ Zip _____

Phone _____ (Cell) _____

E-Mail address _____

Please provide listed items you will have at your booth. We do not guarantee there will not be duplicate items sold at the event.

Please describe the product or service you will be providing at your booth: All products and displays are subject to approval. _____

Type of Products (check all that apply): Plants/Flowers Garden Items Landscaping Trees
 Fertilizer Products Fresh Produce Meat Desserts & Baked Goods Alcohol*
 Beverages (Non-Alcoholic) Other Food Products Pet Products Arts/Crafts/Handmade
 Personal Hygiene Other
 Non-Profit Organization/Raffle *Subject for approval*

Retail Products: _____

Alcohol sales need to limit any glass products, samples provided in plastic/paper cups. It is your responsibility to view driver licenses for all purchases

Basket Raffle items are requested and may be dropped off at the Registration tent. Registration tent is open Saturday morning, 8:00 AM - 10:30 AM.

Basket Item(s) Provided- _____

Butler Area Community Day Fees:

Spaces are 12'x12'. Applications must be postmarked by September 15th, 2023.

We will contact you if your booth is approved/denied for the event by email.

Vendor Spaces: Number of spaces: _____ x \$0 each = \$ _____

W/Electricity: _____ x \$15.00 each = \$ _____

Number of spaces: _____ Size of unit/trailer: _____

ELECTRICAL *Larger vendors/Food Vendors*

OF AMPS _____ # OF OUTLETS _____

All units must have 12/3-3 prong extension cords, MAX 50 Feet

YOU MUST PROVIDE YOUR OWN EXTENSION CORD/S

Please return application with payment and keep this page for your records. Fees are non-refundable and must be submitted with application.

Butler Area Community Day
Saturday, September 23, 2023
11:00 AM-4:00 PM-rain or shine

Check made payable to "County of Butler"

Contact: Butler County Parks & Recreation Department, 184 Alameda Park Rd. Butler, PA 16001

Phone: 724-284-5383

Waiver of Responsibility

I, _____, PERSONALLY AND ON BEHALF OF _____ do hereby waive, remise, release, quitclaim and forever discharge the Butler County Parks and Recreation Department, employees and volunteers, for any damages that may occur to any personal property located in or around my booth, including but not limited to equipment or other items used by me or anyone acting on my behalf and understand that I shall be solely liable for any loss or damage associated with any property under my control.

I do hereby further waive, remise, release, quitclaim and forever discharge the Butler County Parks and Recreation Department, employees and volunteers for any damages as a result of any injuries incurred by me or by my agents or volunteers as a result of their participation in the Butler County Parks and Recreation Department Butler Area Community Day and further agree and understand that I shall be solely liable for said injuries or damages and shall indemnify and hold Butler County Parks and Recreation Department, its employees and volunteers free and harmless from the same.

Finally, by signing below, I also agree that I have read and agree to the terms and conditions outlined in the Vendor Information & Agreement section of this application.

X _____ Date _____

Signature



Butler Area Community Day

VENDOR INFORMATION & AGREEMENT

Event is September 23, 2023 from 11:00 AM - 4:00 PM



Please return application (Page 2 & 3) with payment and keep this page for your records.

Fees are non-refundable. **Rain or Shine**

Contact Info: Butler County Parks & Recreation Department (Alameda Park),

184 Alameda Park Road, Butler, PA 16001 724 284-5383

SET-UP

- **Set-Up** begins Saturday, September 23, 2023 from 8:00 AM - 10:45 AM.
Make sure you are completely set-up by 11:00 AM as the community begins arriving early.
- You are responsible for providing your entire booth needs, i.e. extension cords, tables, canopies, chairs, etc.
- Craft booths must remain open for business the entire length of the festival.
- **Traffic will flow one way. From the Odd Fellow "T" facing the registration tent, turn right and follow the loop. Do not turn around; continue to follow the entire loop.**
- **Break down** is only permitted at most 15 minutes before the event is over. Those who break down before the event is over will not be permitted to drive through the event to pick up their items due to the safety of others. Also breaking down early may prevent you from being invited the following year. Thank you for understanding.

ELECTRICITY

- Electricity is a \$15.00 fee for use and we must be notified in advance.
- Electricity is limited—we must know in advance your electrical needs if any. Please complete the application accurately.
- Vendors are responsible for providing extension cords. Bring the heavy-duty outdoor type (#12 wire).
- Only one extension cord per appliance or machine is permitted.
- All booths are subject to safety inspection.

PROOF OF INSURANCE

- A certificate of insurance is required naming Butler County Parks and Recreation Department, 184 Alameda Park Road, Butler, PA 16001 as an additional insured for the day of the event.
- Set-up will not be permitted without a proper certificate of insurance. If you are new to this business and have questions, please contact your insurance agent.

CRAFT/VENDOR CIRCLE

- Because of pedestrians, there will be absolutely no vehicles permitted in the Craft/Vendor Circle during the festival hours. Please park your vehicle in the designated parking area or in the outside parking areas to leave and return.
- Keep all tables, boxes, etc within your booth space during the festival.

OTHER

- Do not give away food or drink.
- Public address systems or music is not permitted without prior approval.
- Because of the car cruise, no toys that contain or shoot marshmallows are permitted.
- Please be sure to include your e-mail address on Page 1.
- Butler County Parks and Recreation and Butler Township has the right to deny any vendor.

THANK YOU FOR YOUR PARTICIPATION IN THE BUTLER AREA COMMUNITY DAY