

NEW DATE! Pottstown GoFourth! Festival

Community Non-Profit Vendor

Registration Overview.

Event Date: September 6th, 2020.

This will be an abbreviated festival, from 4 pm - 9 pm, with fireworks at 9:15 pm

Event Location: Memorial Park, 75 W King St, Pottstown, PA 19464

Contact: Darlene Bainbridge

Email: gofourthspeialevents@gmail.com

Set-Up: Day of the event - September 6th between 1 - 3 pm

All vehicles MUST be moved out of the festival grounds by 3 pm am on September 6th.

Rates:

\$25 Non-Profit Community Organizations, selling

\$0 Non-Profit Community Organizations, not selling (donations to Pottstown GoFourth! Festival are appreciated)

Participation rate is a FLAT FEE.

Deadline: All applications must be submitted by August 15, 2020.

Vendor Space: Booth space is limited to a single 12'x12' booth (including all wires, stakes, poles, etc.)

with a good roof that can withstand wind, rain and other inclement weather. Come prepared for all types of weather. You must secure your booth in case of windy conditions. All items being sold or displayed must be contained in booth space. THERE IS NO ELECTRIC SERVICE PROVIDED.

Weather: The festival will not be cancelled because of rain. This is an outdoor event; be prepared for any type of weather. Tents, canopies and pop-ups must be secured to withstand the weather.

Requirements: The vendor will be responsible to be open during the entire festival. You cannot vacate early. Your booth must be neat, attractive and well-maintained. Signage with visible and clear pricing is required. You are responsible for setting up, maintaining and removing your own booth, merchandise and trash.

Cancellation: Payment is non-refundable after 30 days prior to the festival.

* Required

1. Email address *

General
Information,
Procedures,
Rates and
Conditions.

The deadline is August 15, 2020. Vendor hereby requests permission to display and sell the products and/or services listed above. Further, Pottstown GoFourth! Festival (PGFF), reserves the right to approve any product/item a vendor may wish to sell or dispense, as well as limit the number of concessions selling the same product/item.

DO NOT bring items to the Festival unless previously approved. On the day of the Festival, our standards committee will be monitoring compliance. I have read and understand and will abide with PGFF's general information, procedures, rates and conditions.

No refund of application fees after 30 days prior to the festival. Exhibits must remain open until closing. You (the vendor named on this agreement) have read and understands the general information, procedures and conditions and seeks admission as a concessionaire. PGFF reserves the right to refuse any application. Submission of this application does not guarantee a space.

GENERAL INFORMATION

This document contains pertinent rules and regulations that govern the operations of the PGFF. We are extending invitations to vendors who submit fully executed applications with required enclosures and payments by the August 15th, 2020 deadline. Priorities for space will be reviewed based on past participation, date of receipt of fully executed application and type of product/item. PGFF strives to maintain a balance and diversity in vendor offerings, and quality offerings. All applications and products are reviewed so that we may maintain this balance. Our goal is to keep standards high and promote a safe, successful and fun festival. The policies and regulations set forth in this document are designed to maintain order and to regulate activities on the Festival site. Regulations will be enforced.

RATES

Non-Profit Community Organizations selling items rate is \$25.

Non-Profit Community Organizations NOT SELLING items rate is \$0, however donations to the Pottstown GoFourth! Festival are very much appreciated.

Payments can be mailed to: Pottstown GoFourth!, Inc, PO Box 1362 . Pottstown, PA 19464 Attn: Community Vendor Committee. To pay with credit card visit: <https://www.pottstowngofourth.com/vendor-apps> and click on "Pay Application Fee Now" button under Community Non-Profit Vendor Application section.

All payments and forms must be sent to PGFF no later than the deadline date August 15th, 2020.

LIABILITY WAIVER AND RELEASE

All PGFF vendors must download/print, sign and return the waiver and release form at the end of the application via email to gofourthspeialevents@gmail.com or to the following address: Pottstown GoFourth!, Inc, PO Box 1362 . Pottstown, PA 19464 Attn: Community Non-Profit Vendor.

PROCEDURES

The application and agreement must be fully completed, signed and returned with the following enclosures in order to be considered for participation:

1. Detailed list of all proposed products/items sold identifying offerings and projected pricing for those offerings, if applicable.
2. Community Non-Profit vendors signed application, and fee if applicable, is due by August 15, 2020. If you are not accepted for the festival your check will be issued by September 14th, 2020.

CONDITIONS

1. All locations will be assigned by PGFF staff. While written location requests will be considered, placement will be at the sole discretion of PGFF staff. Use of festival

property is strictly limited to assigned location.

2. Community Non-Profit Vendor parking is provided in designated areas only. With the exception of specified set-up/load-in and break-down/load-out times, vehicles will not be permitted at event site. Vehicles will be removed immediately when asked to be by PGFF staff. EACH VENDOR WILL BE PROVIDED A PARKING PASS FOR ONE VEHICLE, ONLY.

3. All items Community Non-Profit vendors who wish to sell are subject to approval by PGFF staff. Any product not specified in the application will not be allowed at the festival, unless permission is sought and given, in writing. Items will be removed when asked by PGFF staff during the festival if they were not approved. Failure to abide may result in not being asked back to the festival in future years.

4. All signs and displays must be of a professionally produced nature. Prices of items must be displayed.

5. Vendors are required to keep a neat, presentable booth at all times. Tables should be covered. Empty boxes and trash will not be permitted around the booth. This looks unprofessional and sloppy.

6. Community Non-Profit Vendors are not to begin striking their display until the end of the event, which is at dusk - immediately prior to fireworks display. Exhibits must remain open until that time. Leaving early makes the festival look in disarray; and vendors who leave early will not be invited to participate the following year.

Application

2. Community Non-Profit Organization *

3. Contact address & phone number. *

4. Type of exhibit/activity/product (if applicable). *

5. I understand that GoFourth must be paid in advance to participate (if applicable). *

Check all that apply.

☐ Yes

6. Were you community exhibitor last year?: *

Mark only one oval.

☐ Yes

☐ No

7. Type of Non-Profit Community vendor?

Check all that apply.

☐ \$50 Non-Profit Community Organizations, selling

☐ \$0 Non-Profit Community Organizations, not selling (donation appreciated)

8. Do you have (please check off): *

Check all that apply.

☐ Facebook

☐ Twitter

☐ Instagram

☐ Organization website

9. Please provide addresses/handles for all of the above available.

10. APPLICATION CHECKLIST. Please mail, fax or email the following items for approval: *

Check all that apply.

- ☐ Application
- ☐ Payment (if applicable)
- ☐ Type of exhibit/activity and pricing (if applicable)
- ☐ Any high-quality photos for our website and advertising
- ☐ Liability Waiver and Release

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