

Pottstown GoFourth! Festival Arts & Craft Show Vendor Registration Overview.

Event Date: July 4th, 2019

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

Contact: Darlene Bainbridge

Email - gofourthspeialevents@gmail.com

Set-Up: Day of the event - July 4th by 10 am

All additional vehicles MUST be moved out of the festival grounds by 10 am on July 4th.

Rates:

\$75 Arts & Crafts Vendor

\$250 Kids Zone Activity Vendor

Participation rate is a FLAT FEE.

Deadline: All applications must be submitted by June 15th, 2019.

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 exhibitor 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 June 15th, 2019.

* Required

1. Email address *

General Information, Procedures, Rates and Conditions.

The deadline is June 15, 2019. 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. By checking the box at the end of the application, I acknowledge that the Festival is subject to various weather conditions and state and federal safety and health regulations. No refund of application fees after 30 days prior to event. 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 June 15, 2018 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

Arts & Crafts Show Vendor rate is \$75.

Kids Zone Activity Vendor rate is \$250

All payments and forms must be sent to PGFF no later than the deadline date June 15, 2019.

LIABILITY WAIVER AND RELEASE

All PGFF vendors must download/print, sign and return the following waiver and release form via email to gofourthspeialevents@gmail.com or to the following address: Pottstown GoFourth!, Inc, PO Box 1362 . Pottstown, PA 19464 Attn: Arts & Crafts Show. (Liability Waiver available at end of application.)

PROCEDURES

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

1. A photograph of the set-up and/or detailed description of products/items to be sold is required for vendors who have not participated at previous PGFF (photo may also be emailed to gofourthspeialevents@gmail.com).
2. Detailed list of all proposed products/items sold identifying offerings and projected pricing for those offerings.
3. Fee with a completed and signed application by June 15, 2019. If you are not accepted for the festival your check will be returned to you by July 9, 2019. Payments can be mailed to: Pottstown GoFourth!, Inc, PO Box 1362 . Pottstown, PA 19464 Attn: Art & Craft Vendor Committee. To pay with credit card visit: <https://www.pottstowngofourth.com/vendor-apps> and click on "Pay Application Fee Now" button under Art & Craft Non-Profit Vendor Application section.

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. Exhibitor/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. A photograph of the vendor set-up and detailed description of products/items to be sold is required before the application can be approved and can be emailed to: gofourthspeialevents@gmail.com. All items vendors 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 from the concession stand 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. PGFF reserves the right to restrict which items will be sold, to include exclusive agreements with national product lines and those who have entered an agreement with PGFF to be the "official" vendor, such as: soda, beer, wine and Festival T-shirt.
7. Arts and Crafts Show 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, even if exhibitor is sold out. Leaving early makes the festival look in disarray; and concessionaires who leave early will not be invited to participate the following year.

Application

2. Business *

3. Address & phone number. *

4. Type of arts/crafts that you create. *

5. I understand that GoFourth must be paid in advance to participate. *

Check all that apply.

☐ Yes

6. Were you a vendor last year?: *

Mark only one oval.

☐ Yes

☐ No

7. Number of vehicle passes (max 2): *

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

Check all that apply.

☐ Facebook

☐ Twitter

☐ Instagram

☐ Business 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
- ☐ Type of art/craft and pricing
- ☐ Photo of your booth / any high-quality photos for our website and advertising
- ☐ Liability Waiver and Release

POTTSTOWN GOFOURTH!, INC.**WAIVER AND RELEASE FROM LIABILITY**

I, _____, hereby release Pottstown GoFourth!, Inc., presenters of the Pottstown GoFourth! Festival, their Directors and Assigns from any liability and agree to indemnify Pottstown GoFourth!, Inc. from any claim for loss, damage or injury, personal financial or otherwise, sustained by me at or in connections with the Pottstown GoFourth! Festival. I agree to waive and release all such claims against Pottstown GoFourth!, Inc., and agree not to sue Pottstown GoFourth!, Inc., its affiliates, directors, agents, employees and volunteers for any financial loss, personal injuries or property damage sustained by me and/or my business arising in whole or in part from of any alleged negligence, or intentional or otherwise wrongful conduct as a result of my participation in the Pottstown GoFourth! Festival.

Pottstown GoFourth!, Inc. assumes no responsibility for the theft of or damage to merchandise, equipment, personal property or personal injury from any cause. It is hereby agreed that the vendor/exhibitor releases Pottstown GoFourth!, Inc., its directors and assigns, and the Borough of Pottstown from any liability and agrees to indemnify Pottstown GoFourth!, Inc. and the Borough of Pottstown from any claim for loss, damage or injury. Pottstown GoFourth!, Inc. reserves the right to accept or reject any application at its complete discretion. I also understand and agree that the event will take place regardless of weather conditions and that all fees are non-refundable as set forth in the conditions listed above. This is a rain or shine outdoor event. No rain dates.

Also, I give and grant to Pottstown GoFourth!, Inc. the right to use and publish my name or business name, picture, portrait, likeness, live or recorded performance, or photograph, as embodied in materials associated with Festival marketing, advertising, sales or promotional efforts in all forms of media.

I HAVE READ THE ABOVE WAIVER AND RELEASE, I UNDERSTAND THAT I AM GIVING UP SUBSTANTIAL RIGHTS BY SIGNING IT, AND SIGN IT VOLUNTARILY.

Dated

Signature

Organization or Company Name

Printed Name

A copy of your responses will be emailed to the address you provided