

# EDGMONT TOWNSHIP 2024 COMMUNITY DAY VENDOR APPLICATION

1000 Gradyville Road, Newtown Square, PA 19073

(P) 610-459-1662

Email: [Edgmontadmin@edgmont.org](mailto:Edgmontadmin@edgmont.org)



**DATE: Saturday, September 7, 2024 (RAIN or SHINE)**

**TIME: 10:00 a.m. to 3:00 p.m.**

**Vendor set-up time 7:30 a.m., ready to sell at 9:30 a.m.**

**No cars will be permitted to drive into the event area after 9:30 a.m.**

**LOCATION: Arasapha Farms, 1835 Middletown Rd., Glen Mills, PA**

**DUE BY: August 23, 2024**

**ORGANIZATION/BUSINESS NAME:** \_\_\_\_\_

**CONTACT PERSON:** \_\_\_\_\_

**DIRECT PHONE #:** \_\_\_\_\_ **E-MAIL:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_

**WEBSITE:** \_\_\_\_\_

**Craftsperson/Business/Non-Profit:** Please submit the following forms: Vendor application, Vendor Terms & Conditions, and Waiver of Liability (you are not required to provide insurance).

**Craftsperson/Business/Non-Profit - Vendor Spot:**  \$30 for single spot **OR**  \$60 for double spot. Applicants must provide their own tent, table, chairs, and electricity (if needed). Please provide a description of the information, materials, and/or activities to be sold/provided:

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**Food Vendors & Trucks:** Please submit the following completed items: Vendor application, Vendor Terms & Conditions, Waiver of Liability, a copy of your food vendor license, and a certificate of insurance. *The certificate of insurance must name both Edgmont Township and Arasapha Farms, LLC., 1835 Middletown Road, Glen Mills, Pa. 19342 as additionally insureds.*

**Food Vendor** **OR**  **Food Truck:** Dept. of Health Certificate & Insurance required. Applicants must provide their own tent, table, chairs, and electricity/generator. Please provide a description of food items offered:

\_\_\_\_\_

**If you require special accommodations, please list:** \_\_\_\_\_

**Submitting form online & paying online:**

Email form to: [Edgmontadmin@edgmont.org](mailto:Edgmontadmin@edgmont.org)

Payment: [www.edgmont.org/finance](http://www.edgmont.org/finance)

When making an online payment, for the payment item please choose “permit”. In the payment item detail list, type in “Edgmont Twp Community Day and your company name”.

OR

**Mail form & payment to:**

Edgmont Township  
Attn: Community Day Committee  
1000 Gradyville Road  
Newtown Square, PA 19073

Please make checks payable to “Edgmont Township”.

**Any incomplete applications and applications without payment will not be accepted. Applications are accepted on a first come, first serve basis. Space is limited, so please submit your application as soon as possible to reserve your spot! We look forward to seeing you!**

**Note: New for 2024, vendor locations will be assigned upon arrival beginning at 7:30 a.m. the morning of the event. No cars will be permitted to drive into the event area after 9:30 a.m. Vendors arriving after 9:30 a.m. must park in the general parking area and hand-carry items to your vendor location. All vendors must be set-up by 9:30 a.m.**

AMOUNT ENCLOSED: \$ \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Print Name: \_\_\_\_\_

\*\*\*\*\* OFFICIAL USE ONLY BELOW THIS LINE \*\*\*\*\*

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Date Registration & Payment Received: \_\_\_\_\_ Received By: \_\_\_\_\_

Cash or Check Received (check one): \_\_\_ Cash Amount: \_\_\_\_\_ / \_\_\_ Check Amount: \_\_\_\_\_

Name on Check & Check #: \_\_\_\_\_

Credit Card Payments: Date: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Signed Terms & Conditions Received: \_\_\_\_\_ Waiver of Liability Received: \_\_\_\_\_

Food Truck/Vendors: Health Certificate Received: \_\_\_\_\_ Certificate of Insurance Received: \_\_\_\_\_

Date Confirmation Sent to Applicant: \_\_\_\_\_



# EDGMONT TOWNSHIP COMMUNITY DAY

## VENDOR TERMS & CONDITIONS

1. **Set up/Break Down:** All vendors must be set up and/or ready to sell by 9:30 a.m. You may begin setting up at 7:30 a.m. the day of the event. 1 car per spot, no exceptions. **No cars will be permitted to drive into the event area after 9:30 a.m.** Vendors arriving after 9:30 a.m. must park in the general parking area and hand-carry items to your vendor spot. Breakdown can start no sooner than 2:30 p.m. Sellers are responsible for their selling spaces. Before leaving, be sure your area is clean and trash-free.
2. **Staffing:** A representative must be present/on site to work vendor spot/booths. The Community Day Committee does not want vendors to set up their space and leave it unattended for the entire event. However, vendors are permitted to leave their vendor spaces unattended for short periods of time to explore the event.
3. **Vendor Responsibility:** Vendors will be fully responsible for any loss or damage to vendor property by theft, fire, or other casualty. Edgmont Township, the Community Day Committee, and Arasapha Farms, LLC. expressly disclaims any responsibility or liability as a result of theft, fire, or casualty claims. Vendors shall be responsible for any damage which may be incurred to the facilities as a result of, or in connection with its operation. Each vendor is responsible for the conduct of their employees and/or representatives, and activities must not detract from the image and/or health, safety, & welfare of the event.
4. **Vehicle Parking:** Vendors are permitted to have **ONE** vehicle at their vendor spot. **Vehicles will not be permitted to drive into event area after 9:30 a.m.** and are not permitted to leave the event until it is officially over.
5. **Vendor Duplicates:** There is the possibility that a vendor may be selling the same or similar offerings as you. You may inquire with the Edgmont Township Community Day Committee about registered vendors prior to applying if this something that would prevent attendance.
6. **Vendor Spaces:** New for 2024, vendor locations will be assigned upon arrival beginning at 7:30 a.m. the morning of the event. **No cars will be permitted to drive into the event area after 9:30 a.m.** Vendors arriving after 9:30 a.m. must park in the general parking area and hand-carry items to your vendor location. All vendors must be set-up by 9:30 a.m. If you have special needs based on ADA requirements, please include these requirements on your application and we will make every effort to accommodate you. Vendors must ensure that none of their display equipment extends beyond the space they have booked. This includes any stands or additional furnishings.
7. **One Vendor per Spot:** Only one (1) vendor per spot. Space may not be sublet or shared without prior approval from an authorized member of the Community Day Committee.
8. **Music:** Vendors are not permitted to play their own music.
9. **Tent, Table and Chairs:** Each vendor is to supply their own tent, table, chairs, and electricity/generator if necessary. We highly recommend bringing a tent to provide shelter from the weather & sun.
10. **Payment:** The full payment is a non-refundable registration fee required to reserve your vendor spot and is due with the submission of this agreement. This fee will be used to cover advertising and other incidental costs associated with the production of this event.
11. **Cancellation of Space:** Application fees are non-refundable. Edgmont Township, the Community Day Committee, and Arasapha Farms, LLC. are not liable if weather and/or other conditions prevent the vendor from attending and fulfilling the contractual obligation as an exhibitor. No refunds will be made for weather, accident, health, or other causes for non-participation.
12. **Indemnification:** Vendor agrees to and hereby does indemnify and hold harmless Edgmont Township, the Community Day Committee, and Arasapha Farms, LLC. from and against any loss, expense, claims, damages, causes of action, injuries, suits to person or property, of any kind or nature, and whether direct or indirect, including attorney's fees, arising from, or related to the operation of the vendor at the Edgmont Township Community Day, or the event itself.

**Intending to be legally bound, I have read and agree to the above terms:**

Signature \_\_\_\_\_ Printed Name \_\_\_\_\_

Business/Organization \_\_\_\_\_ Date \_\_\_\_\_



## **EDGMONT TOWNSHIP COMMUNITY DAY WAIVER OF LIABILITY**

**In consideration of my/our participation as a vendor (Vendor) in the Edgmont Township Community Day event (Community Day), the undersigned on its own behalf and on behalf of its heirs, personal representatives, officers, members, shareholders, partners, agents, employees, successors, and assigns, agrees to and does release and hold Edgmont Township, its elected and appointed officials, employees, contractors, agents, volunteers, successors, and assigns, and Arasapha Farms, LLC. from and against, any and all claims, suits, judgments, and demands whatsoever, arising directly or indirectly in connection with Vendor's participation in Community Day.**

**By signing below, I acknowledge that I have read and understood this Waiver of Liability and further understand that the terms contained herein are contractual and not merely recitals.**

**Intending to be legally bound, I have read and agree to the above terms:**

**Signature** \_\_\_\_\_

**Printed Name** \_\_\_\_\_

**Business/Organization** \_\_\_\_\_

**Date** \_\_\_\_\_