

# EDGMONT TOWNSHIP 2025 COMMUNITY DAY

## ACTIVITY & PERFORMANCE APPLICATION

1000 Gradyville Road, Newtown Square, PA 19073

(P) 610-459-1662

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



**DATE:** Saturday, September 6, 2025 (RAIN or SHINE)

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

**Vendor set-up time** 7:30 a.m., ready by 9:45 a.m.

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

**DUE BY:** August 22, 2025 (or when spaces are filled)

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

**CONTACT PERSON:** \_\_\_\_\_ **E-MAIL:** \_\_\_\_\_

**DIRECT PHONE #:** \_\_\_\_\_ **WEBSITE:** \_\_\_\_\_

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

**ACTIVITY/PERFORMANCE PROVIDED:** \_\_\_\_\_

**Note:** 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 9:45 a.m.

**Please submit the following forms:**

- Activity & Performance Application
- Vendor Terms & Conditions
- Waiver of Liability
- 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.*

**NOTE:** If you are bringing a tent, your tent must have weights to hold the tent down.

Yes, my tent has weights.

Please note you will be held responsible for damages if your tent injures a person or damages another person's property (e.g., their vehicle, booth, tent, etc.).

Will you need a space  Yes  No If yes, how large of a space is needed? \_\_\_\_\_

Will you have a trailer  Yes  No

**PLEASE NOTE SOME INFORMATION OR HIGHLIGHTS OF YOUR ORGANIZATION TO HELP INTRODUCE YOU TO THE PUBLIC (This will be announced during our event):**

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**Will you need a sound check? \_\_\_\_\_ Yes or \_\_\_\_\_ No**

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

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

**OR**

**Mail form to:**

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

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

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

Date Registration Received: \_\_\_\_\_ Received By:  Email  Mail  Walk-In

**RECEIVED:**

Signed Terms & Conditions \_\_\_\_\_

Waiver of Liability \_\_\_\_\_

COI \_\_\_\_\_

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 9:45 a.m. You may begin setting up at 7:30 a.m. the day of the event. 1 car per spot, no exceptions. **No vehicles 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. Vendors may not leave their space 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, no exceptions. If you have more than one car, the second vehicle will need to be parked in the general parking area. **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:** Vendor locations will be assigned upon arrival beginning at 7:30 a.m. the morning of the event. **No vehicles 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 9:45 a.m. Vendors must ensure that none of their display equipment extends beyond the space they have booked. This includes any stand or additional furnishings.
7. **One Vendor per Spot:** Only one (1) vendor per spot. Space may not be sublet or shared.
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. **Your tent MUST have weights to hold the tent down.** Please note you will be held responsible for damages if your tent injures a person or damages another person's property (e.g., their vehicle, booth, tent, etc.).
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.
13. **Misc.:** Vendors shall not solicit or canvass other sponsors, vendors, patrons or attendees, outside of the sponsor's assigned space.

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

Signature \_\_\_\_\_ Printed Name \_\_\_\_\_  
Business/Organization \_\_\_\_\_ Date \_\_\_\_\_

\*Certain terms and conditions may not apply to food vendors and/or activities/performers. If you have special needs based on ADA requirements, please include these requirements on your application & we will make every effort to accommodate you.



## 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** \_\_\_\_\_