

Registration Form
Seisholtzville Fire Company
Saturday June 8th 2019
9:00 am – 3:00 pm

Vendor Application Form

Seisholtzville Fire Company is hosting its first annual Community Day. Our hope is to raise money for to help buy new safety equipment to keep our volunteers safe and give our local artists a way to showcase their arts and crafts. We are hoping with your help and the help of the community, we will be able to create a wonderful fair. Please fill out the form attached if you would like to participate at our show. Also feel free to tell any other craft creators you feel may want to participate at our show.

COMPANY INFO:

Company Name: _____

DBA: _____

Mailing Address: _____

Phone: _____ Email: _____

Fax: _____ Website: _____

Facebook: _____ Twitter: _____

Individual Contact Info:

Name: _____ Title: _____

Email: _____ Phone: _____

_____ Fax: _____

Type of Products:

Fine Arts Handmade Jewelry Local Artist
 Craft Clothing Fabric Art Food
 Books Pottery Woodworking Dolls
 Cards Sculptures Canvas Art Other: _____

Seisholtzville Fire Company 24 St. Peters Road Macungie Pa 18062
(P) 610-845-2200 or 610-845-2102 (W) www.sfc39.com (E) station39@39sfc.org

List of items sold

Other information you feel we should know:

Special Space Needs:

Exhibitor requests the following booth size and agrees to pay the following booth rental (check one):

Inside (8' x 10') Space \$15.00 X _____ *= _____ (*# spaces needed)

Outside (10' x 10') Space \$15.00 X _____ *= _____ (*# spaces needed)

Electric is available on a limited, first come/first serve base. Electric power will be provided to those tables paying the additional fee of \$10. Vendors must provide their own electric cords and lights.

Do you require electric? _____yes _____no

If yes, add \$10 _____:

TOTAL :(ADD up all the above) _____

Silent Auction: As part of the fundraiser, we are asking each exhibitor to donate an item to be in our silent auction at the fair. Funds raised from the silent auction will benefit the purchase of new safety equipment for the fire company volunteers. Please provide us with a detailed description of the donation

For the application to be accepted, the following must be included:

- Please complete the **Vendor Application** form
- Please sign the **Terms and Conditions** Please complete the Sponsorship form (if applicable)
- Payment:

Method of payment: ___check ___visa ___MC ___Discover ___Amex

Please make checks payable to Seisholtzville Fire Company

Total Payment Enclosed: _____

Mail or email before May 1st 2019

Terms & Conditions

Seisholtzville Community/craft pet fair

1. Setup/Break down: All Exhibitors must be set up and ready to sell by 9:00 am. The day of the Arts and Craft Fair. Exhibitors may begin setting up at 8:00am the day of the fair. Break down can start no later than 3:30 pm. We ask no vendor to close before the official closing time. Sellers are responsible for their selling spaces. **Before leaving, be sure your area is clean and trash-free.
2. Staffing: Exhibitor tables/booths must be manned at all times and intact until show closes at 4:00 pm. Seisholtzville Fire Company is not responsible for merchandise or display materials.
3. Exhibitor Responsibility: Exhibitor will be fully responsible for any loss or damage to his or her property by theft, fire or casualty. The Seisholtzville Fire Company expressly disclaims any responsibility for same. Each exhibitor is responsible for the conduct of his employees and/or representatives and activates must not detract from the image or welfare of the fair.
4. Exhibitor Spaces: Exhibitor spaces will be assigned. Placement, flow and competition will be taken into consideration to provide the best experience for fair attendees. If you have special space needs, please include your request with your application and we will make every effort to accommodate you. Spaces are reserved on first-come first-served basis. Vendors must ensure that none of their display equipment extends beyond the space they have booked; this includes any rails, stands or additional equipment.
5. One Business Per table: Only one (1) business per table; space may not be sublet or shared without prior approval of an authorized staff of Seisholtzville Fire Company.
6. Acceptance: Seisholtzville Fire Company reserves the right to decline any application for space if it deems such action to be in the best interest of the Fair.
7. Payment: The full payment is non-refundable registration fee for the selected space 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.
8. Electricity: Electricity will be available as a first-come first-served basis as electricity is not available in all areas. Electrical service requires an additional fee.
9. Music: Music will be provided throughout the fair
10. Tables and Chairs: Each Exhibitor must furnish his or her own chairs, tables, stands, tent or canopy.
11. Outdoor Exhibitors: All tents must be secured to the ground using weights/sand bags in case of windy weather.

12. Cancellation of space: Application fees are not refundable. Seisholtzville Fire Company is not liable if weather or other conditions prevent the Exhibitors 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.

Ms. Sherry Fels
Fire Company
(P) 610-845-2200 or 610-845-2102
Or email: station39@39sfc.org

**If paperwork is emailed, the application will not be active until the fees are received.

By completing a Community Day Fair Application, you are certifying that you have read the Terms and Conditions, and will adhere to all the rules and policies herein.

Printed Name: _____

Signature: _____

Thank You for your interest in our event. Your registration will be confirmed by email within two weeks of the time we receive it. Please contact us if you have not received notification.

Please email Sherry Fels at station39@39sfc.org for more information. Thank you for being part of the Seisholtzville Fire Company

Office use only below this line

Date Registration Received: _____ Payment

Received _____

Payment Method: _____

Check Number: _____

Date Confirmation Emailed: _____

Space Assignment: _____

