



---

Held Annually at:  
Richland Township Municipal Building, 322 Schoolhouse Rd., Johnstown, PA 15904

### **Richland Community Days 2016: Rules & Regulations**

**Merchants:** All applications will be reviewed on a first- come, first served basis. As an Exhibitor, you will be expected to display only the items listed on your application. Please be specific as to the individual items you propose to sell and be as detailed as possible on your application. You will only be authorized to sell those items. RC Days reserves the right to accept or deny any application.

**New Merchants:** New Merchants must submit two photos of your items and booth setup. Merchants not accepted will have their checks and photos returned. Please include a stamped self-addressed envelope with your application so your photos may be returned.

**Booth Information:** Booth Spaces are assigned around the Richland Township Municipal Building parking lot and adjacent field. As a vendor, you will be assigned a booth space and number and are expected to operate within those confines. No changing or swapping of spaces will be permitted. Vendors must provide their own tent. Spaces may not be shared with any non-applicant. Booths are to remain open until closing time. Vendors are responsible for maintaining the safety of your tent with tie downs and sandbags or appropriate weights so your tent is always stable. (Note: It can be windy at times.) Electricity may be available for a few spaces close to the building, please note on application.

**Set Up & Tear Down:** To facilitate traffic flow and maintain public safety, all exhibitor's will unload their crafts and tent set ups into their assigned space as quickly as possible and remove their vehicle from exhibitor area to the assigned parking areas before setting up. Tent set up will be permitted Thursday evening, August 18th after 4:00 p.m. or Friday, August 19th from 9:00 a.m. to 4:30 p.m. Do not block or hinder other exhibitors from setting up. This will strictly be enforced. Concluding the festival on Saturday evening, August 20th, booths must be dismantled and ready to load before vehicles are brought into exhibit area. No vehicles will be permitted to leave the festival grounds during the fireworks display starting at 9:30 p.m. Saturday, August 20th due to safety issues.

**Notice:** Exhibitors are responsible for cleaning up any trash around your site. Trash receptacles will be provided. Please leave the area as clean as you found it. Failure to notify the Richland Community Days committee of a cancellation to attend the event will affect your future participation. Event is held rain or shine. There are no refunds for cancellations.

**Pennsylvania Sales Tax ID (Required):** All Merchants are responsible for the following:

- Provide their Pennsylvania Sales Tax ID on their Richland Community Days application
- Display their Pennsylvania Sales Tax ID at their vendor booth during Richland Community Days
- Report and pay the Pennsylvania 6% sales tax where applicable and comply with any and all state laws and regulations
- Any Merchant who is not required by Pennsylvania State Law to pay the Pennsylvania Sales Tax must provide official Pennsylvania State documentation that states in detail why they are exempt.

If you would like to receive more information or do not have a Pennsylvania Sales Tax ID, you can obtain one for FREE at these website links (copy and paste to your website browser)

<https://www.pa100.state.pa.us/Registration.htm>

[https://revenue-pa.custhelp.com/app/answers/detail/a\\_id/200/related/1/session/L2F2LzEvdGltZS8xNDMxNTQ0MzI4L3NpZC9WWDUzemZtbQ%3D%3D](https://revenue-pa.custhelp.com/app/answers/detail/a_id/200/related/1/session/L2F2LzEvdGltZS8xNDMxNTQ0MzI4L3NpZC9WWDUzemZtbQ%3D%3D)

By signing this form, Exhibitor **acknowledges they have read and agree** to comply with Richland Community Days rules and regulations.

\_\_\_\_\_  
Signature

Date:\_\_\_\_\_