



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

12th Annual Richland Community Days Craft Show Application

Friday, August 16th & Saturday, August 17th, 2019
Crafter Hours: Friday 4-11 PM & Saturday 10 AM – 11 PM

Business Name _____

Contact Name _____

Address _____

City _____ State _____ Zip _____

Telephone: Day _____ Evening _____ Cell _____

Email Address _____ Website Address _____

PA Sales Tax Number (Required) _____

Description of individual items to be sold _____

If you are a new craft vendor, two pictures of your hand crafted items and a picture of your booth display are required along with signed application and vendor fee of \$50.00 by July 15th. Photos may be sent by email to jeff@easthillsrec.com if you prefer.

For 2019, since last year’s Richland Community Days event was shortened due to inclement weather, we have reduced our normal Craft Vendor fee of \$75.00 again to \$50.00 and we will be providing Craft Vendor spaces under a large tent along the street at no extra cost so that you may celebrate with us. **There is a limited number of Non-Profit Vendor Spaces within the tent area. First come, first served.**

Craft vendor spaces are 10 ft. X 10 ft. @ \$50.00 each paid in full in advance. Please make check payable to: East Hills Recreation Commission.

Indicate # of spaces needed _____ X \$50.00 each = _____ Total

Mail to: East Hills Recreation, 101 Community College Way, #118, Johnstown, PA 15904 – 814-269-0303 or email jeff@easthillsrec.com with any questions.

Pennsylvania Sales Tax ID (Required): All Craft Vendors 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 Craft Vendor 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: <https://www.pa100.state.pa.us/Registration.htm>

Any Crafter interested in purchasing Crafter Liability Insurance may contact Duaine Detrick at 814-736-9170.

Release: In consideration of permission for use of all premises designated for Richland Community Days _____ Hereinafter "Exhibitor"), agrees to release, discharge and hold harmless: The township of Richland, its officers, directors and employees, East Hills Recreation Commission, its officers, directors and employees, Richland Township Fire Dept., its officers, directors, employees and volunteers, and Richland Community Days volunteers from any liability of any nature whatsoever. Exhibitor also agrees to indemnify and hold harmless the aforementioned for any liability it may have to third parties as a result of their use of the premises. Exhibitor understands that this release and indemnity are conditions precedent to their use of the premises designated for Richland Community Days. Exhibitor also acknowledges that they have read and agree to rules and regulations that have been outlined.

Vendor agrees to release, discharge and hold harmless Richland Community Days, The township of Richland, its officers, directors and employees, East Hills Recreation Commission, its officers, directors and employees, Richland Township Fire Dept., its officers, directors, employees and volunteers, and Richland Community Days volunteers for any damages to vendor property, equipment, merchandise, materials, tents, or vehicles as a result of weather related issues; natural disasters; acts of war; acts of terrorism; accidents or theft to facilities, property, equipment, or vehicles during the Richland Community Days event.

Vendor agrees to release, discharge and hold harmless Richland Community Days, The township of Richland, its officers, directors and employees, East Hills Recreation Commission, its officers, directors and employees, Richland Township Fire Dept., its officers, directors, employees and volunteers, and Richland Community Days volunteers if the Richland Community Days event is hampered, delayed, shortened in duration, or cancelled due to inclement weather; natural disasters; technical difficulties; acts of war; acts of terrorism; accidents or theft to facilities, property, equipment, or vehicles. No refunds will be paid to vendors if the Richland Community Days event is hampered, delayed, shortened in duration, or cancelled due to inclement weather; natural disasters; technical difficulties; acts of war; acts of terrorism; accidents or theft to facilities, property, equipment, or vehicles.

Signature _____ Date _____

We know our craft vendors have clients that follow them from show-to-show or look for them each year at Richland Community Days. We have had several inquiries as to which vendors are attending. Therefore, we would like to advertise our vendors on either our web site or in our flyer, but not without your written consent.

I _____ hereby give my permission to use the name:
(name you would like to appear in the advertising) On the Richland Community Days web site or flyer.

Signature _____ Date: _____

I do not want to be listed on the Richland Community Days advertising.



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Richland Community Days 2019: Rules & Regulations

Crafters: 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.

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 during hours specified on application. 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. Set up will be permitted Thursday evening, August 15th after 5:00 PM or Friday, August 16th from 11:00 AM to 3:00 PM. Do not block or hinder other exhibitors from setting up or tearing down. This will strictly be enforced. **Tear down IS NOT permitted before 10:30 PM on Saturday, August 17th due to the large crowd of people along the street during the fireworks display.**

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 Crafters are responsible for the following:

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- Any Crafter 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.

Any Crafter interested in purchasing Crafter Liability Insurance may contact Duaine Detrick at 814-736-9170.

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

Signature _____ Date: _____