Dear Business or Community Leader:
The award winning 13th Annual Richland Community Days will be held August 14th & 15th, 2020 on the corner of Theatre Drive and Schoolhouse Road in Richland Township. This premier event has received statewide recognition for the best community festival and has evolved into one of the most attended and successful events in the Johnstown area. This is due to the dedication and hard work from our many volunteers and the monetary support from local residents and businesses like you. Back by popular demand, we will be presenting our "Jazz Up Your Wine" Wine Tasting Event with Jazz In Your Face Orchestra performing on Thursday, August 14th to kick off the event the evening before.

We ask you to review the sponsorship opportunities below and decide if you would like to be involved. You may contact Jim Miliauskas (814) 269-0303 or email at jim@easthillsrec.com or Duaine Detrick (814) 241-9506 or email at johnstown3d@yahoo.com for more information. You may also visit our event website www.rcdays.com. **Proceeds benefit East Hills Recreation Commission, a 501(c)(3) non-profit organization dedicated to meeting the wellness and recreation needs of Richland/Geistown and the surrounding Johnstown area communities providing innovative fitness, health, and improvement programs for people of all ages.**

We truly appreciate your support. **We ask you to respond no later than July 12, 2020.** Mail your completed sponsorship form (below) and check made payable to *East Hills Recreation Commission and send to: Somerset Trust Company Attn: Shawn Sefick - 1416 Scalp Avenue Johnstown, PA 15904.* Camera ready artwork and high resolution logo should be emailed to **creative@1stteamadvertising.com** by **July 12, 2020.** If you have any questions regarding artwork submission, please call Jim Miliauskas at (814) 269-0303 or Duaine Detrick (814) 241-9506.
We can custom design a sponsorship package to suit your needs and budget.

We look forward to having you and your business support the 13th Annual Richland Community Days.
Once again, THANK YOU! ***Richland Community Days Sponsorship/Marketing Committee***

- **$5,000 - Level 1 Sponsor includes Commerce Area and be the first to sponsor the FIREWORK SHOW!**
  (E-Mail high resolution artwork to *creative@1stteamadvertising.com*)
  - Includes: 3.75" x 3.5" color ad (name will appear on cover and in map/program), logo on billboards, logo prominently displayed at **www.rcdays.com**, logo on print and TV ads, signage during event, a display booth in the Commerce Area, and option to participate in parade.
  - **Choice of specific event sponsorship including children's activities, parade, entertainment, 5k run, fireworks, and car cruise. First come, first served.**
- **$2,500 - Level 2 Sponsor includes Commerce Area**
  (E-Mail high resolution artwork to *creative@1stteamadvertising.com*)
  - Includes: 3.75" x 3.5" color ad in map/program, logo displayed at **www.rcdays.com**, signage during event, option to participate in parade, and a display booth in the Commerce Area.
  - Choice of specific event sponsorship including children's activities, parade, entertainment, 5k run, fireworks, and car cruise. **First come, first served.**
- **$1,500 - Level 3 Sponsor includes Commerce Area**
  (E-Mail high resolution artwork to *creative@1stteamadvertising.com*)
  - Includes: 2.25" x 2.25" color ad in map/program, logo displayed at **www.rcdays.com**, signage during event, and a 10' x 10' display area in the Commerce Area (Display Booth NOT included).
- **$1,000 - Level 4 Sponsor**
  (E-Mail high resolution artwork to *creative@1stteamadvertising.com*)
  - Includes: 2.25" x 2.25" color ad in map/program, logo displayed at **www.rcdays.com**, and signage during event.
- **$500 - Commerce Area Commercial Vendor Display Booth (Display Booth NOT included)**
  See attached Commercial Vendor Application & Rules & Regulations
  - Includes: Space for (1) 10' x 10' display booth in the Commerce Area (Limited to first 8 businesses).
- **$500 - Event Banner Sponsor**
  - Includes: Company provided banner displayed at 12th Annual Event (Limited to first 8 businesses).
- **$75 - $300: Ad Sponsor Only (E-Mail high resolution artwork to *creative@1stteamadvertising.com*)**
  - $300 – 2.25" x 1.5" ad in map/program
  - $200 – 1.50" x 1.0" ad in map/program
  - $75 - Patron sponsor (includes: Your name listed as a proud sponsor in the map/program)

Yes I, _____ (**name** of contact person), **pledge $**_____for the **business** of

_____on this **date** _____. Our **phone number** and **address** are _____

_____. **Signature** _____

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

2020 Richland Community Days Commerce Area Commercial Vendor Display Booth Application

Friday, August 14th & Saturday, August 15th, 2020
Commercial Vendor: Friday 4-10 PM & Saturday 10 AM – 10 PM

Business Name_____

Contact Name_____

Address_____

City_____State_____Zip_____

Telephone: Day_____Evening_____Mobile_____

Email Address _____ Website Address _____

PA Sales Tax Number (if Required) _____

Employer Identification Number (EIN) _____

Description(s) of Commercial
Business(s)_____
_____

Certificate Of Liability Insurance (Required): A current "Certificate Of Liability Insurance" with a minimum of $1,000,000 per occurrence / $2,000,000 aggregate annual must be provided to the Richland Community Days Committee / East Hills Recreation Commission prior to setting up.

If you are a new commercial vendor, two pictures of your business(s) item(s) and a picture of your booth(s) are required along with signed application and vendor fee of $500.00 per booth by July 15, 2020. Photos may be sent by email to johnstown3d@yahoo.com if you prefer.

Commercial vendor spaces are 10 ft. X 10 ft. @ $500.00 each paid in full in advance. Please make check payable to: East Hills Recreation Commission.
Indicate # of spaces needed _____ X $500.00 each = _____Total

Mail to: East Hills Recreation Commission, 101 Community College Way #118, Johnstown, PA. 15904
Contact us at 814-241-9506 or 814-269-0303 or email johnstown3d@yahoo.com with any questions

Pennsylvania Sales Tax ID (if Required): All Commercial 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 Commercial 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

Release: In consideration of permission for use of all premises designated for Richland Community Days _____ Hereinafter "Commercial Vendor"), 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. Commercial Vendor 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. Commercial Vendor understands that this release and indemnity are conditions precedent to their use of the premises designated for Richland Community Days. Commercial Vendor also acknowledges that they have read and agree to rules and regulations that have been outlined.

Commercial 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.

Commercial 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 Commercial 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 Commercial 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.

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

Richland Community Days 2020: Commercial Vendor Rules & Regulations

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

Booth Information: Booth Spaces are assigned along Schoolhouse Road and/or the Richland School District field properties, and/or Richland Township field properties. As a Commercial 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. Commercial Vendors must provide their own tent(s). Spaces may not be shared with any non-applicant. Booths are to remain open during hours specified on application. Commercial 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, please note on application.

Set Up & Tear Down: To facilitate traffic flow and maintain public safety, all Commercial Vendors will unload their materials, equipment, and tent set ups into their assigned space as quickly as possible and remove their vehicle from Commercial Vendor area to the assigned parking areas before setting up. Tent set up will be permitted Thursday, August 13th before 5:00 PM or Friday, August 14th from 11:00 AM to 3:00 PM. Do not block or hinder other exhibitors or vendors from setting up. This will strictly be enforced. **Tear down IS NOT permitted before 10:30 PM on Saturday, August 15th due to the large crowd of people along the street during the fireworks display.**

Notice: Commercial Vendors 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 (if Required): All Commercial 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 Commercial 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.

Certificate Of Liability Insurance (Required): A current "Certificate Of Liability Insurance" with a minimum of $1,000, 000 per occurrence / $2,000,000 aggregate annual must be provided to the Richland Community Days Committee / East Hills Recreation Commission prior to setting up.

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

Signature _____ Date:_____