



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

### 14<sup>th</sup> Annual Richland Community Days Miscellaneous Vendor Application

Friday, August 18<sup>th</sup> & Saturday, August 19<sup>th</sup>, 2023

Miscellaneous Vendor Hours: Friday 4-11 PM & Saturday 10 AM – 11 PM

Business Name \_\_\_\_\_

Contact Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone: Day \_\_\_\_\_ Evening \_\_\_\_\_ Mobile \_\_\_\_\_

Email Address \_\_\_\_\_ Website Address \_\_\_\_\_

PA Sales Tax Number (Required) \_\_\_\_\_

Description of individual items to be sold \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If you are a miscellaneous vendor, two pictures of your items and a picture of your booth display are required along with signed application and vendor fee of \$150.00 by July 25, 2023. Photos may be sent by email to johnstown3d@yahoo.com if you prefer.

Miscellaneous Vendor spaces are 10 ft. X 10 ft. @ **\$150.00** each with a **\$10.00** charge for electric service per vendor space paid in full in advance. Please make check payable to: East Hills Recreation Commission.

Indicate # of spaces needed \_\_\_\_\_ X \$150.00 each = \_\_\_\_\_

Indicate # of spaces requiring electric service \_\_\_\_\_ X \$10.00 each = \_\_\_\_\_

Total amount = \_\_\_\_\_

Mail completed application and payment to: East Hills Recreation Commission, 101 Community College Way, Johnstown, PA 15904 - Attention: Jeff Berkey

Please contact Duaine Detrick at 814-241-9506 or email at johnstown3d@yahoo.com for additional information. *The deadline to register your business is July 25, 2023.*

**Release:** In consideration of permission for use of all premises designated for Richland Community Days \_\_\_\_\_ Hereinafter "Miscellaneous Vendor"), agrees to release, discharge and hold harmless: The township of Richland, its officers, directors and employees, East Hills Recreation Commission and Richland Community Days Committee, 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 and Richland Community Days Committee, 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; viruses, 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; viruses, 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; viruses, accidents or theft to facilities, property, equipment, or vehicles.

Signature \_\_\_\_\_ Date \_\_\_\_\_

We know our Miscellaneous Vendors have clients who follow them from show-to-show or look for them each year at the Richland Community Days event. We have had several inquiries as to which vendors are attending. Therefore, we would like to advertise our vendors on either our website, Facebook page, 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 website, Facebook page, or flyer.

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

I do not want to be listed on the Richland Community Days advertising. \_\_\_\_\_ (mark with X)



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## **Richland Community Days 2023: Rules & Regulations**

**Miscellaneous Vendors:** 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. East Hills Recreation Commission and Richland Community Days Committee reserve 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.)

**Set Up & Tear Down:** To facilitate traffic flow and maintain public safety, all exhibitor's will unload their merchandise 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 17<sup>th</sup> after 5:00 PM or Friday, August 18<sup>th</sup> 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 19<sup>th</sup> due to the large crowd of people along the street during the fireworks display.**

**Notice:** Miscellaneous 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 (Required):** All Miscellaneous 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 Miscellaneous 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.
- Any Miscellaneous 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>

**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, Miscellaneous Vendor **acknowledges they have read and agree** to comply with Richland Community Days rules and regulations.

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