



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

### 15<sup>th</sup> Annual Richland Community Days Craft Vendor Application

Friday, August 16<sup>th</sup> & Saturday, August 17<sup>th</sup>, 2024  
Craft Vendor Hours: Friday 4:00 PM - 10:30 PM & Saturday 10:00 AM – 10:30 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 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 by July 25, 2024. Photos may be sent by email to Barbara Krcha at bkrcha@yahoo.com if you prefer. If you have any questions, please contact Barbara Krcha at 814-266-7084 or email bkrcha@yahoo.com

For 2024, Craft Vendors will be required to provide and set up their own tents. Craft Vendor spaces will be assigned on a first come, first served basis. There is a \$75.00 fee per 10' X 10' space and you must provide your own tie downs and sandbags or appropriate weights so your tent is always stable. (Note: It can be windy at times.)

Indicate # of 10' X 10' spaces needed \_\_\_\_\_ X \$75.00 each = \_\_\_\_\_

Indicate # of 10' X 10' spaces requiring electric service \_\_\_\_\_ X \$10.00 each = \_\_\_\_\_

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

**Make checks payable to: East Hills Recreation Commission**

Mail completed application and payment to: Barbara E. Krcha, 200 Pleasant Drive, Johnstown, PA 15904  
(A \$50 fee will be charged for any returned checks for insufficient funds)

**Release:** In consideration of permission for use of all premises designated for Richland Community Days \_\_\_\_\_ Hereinafter "Craft 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. Craft 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. Craft Vendor 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.

Craft 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; viruses, accidents or theft to facilities, property, equipment, or vehicles during the Richland Community Days event.

Craft 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 Craft 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 2024: Rules & Regulations**

**Crafters:** All applications will be reviewed on a first- come, first served basis. As a Craft Vendor, 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 along Schoolhouse Road and the adjacent fields near the Richland Township Municipal Building at 322 Schoolhouse Road, Johnstown, PA 15904. 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; 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 Friday, August 16<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 17<sup>th</sup> due to the large crowd of people along the street during the fireworks display.**

**Notice:** Craft 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 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.

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

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