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## 15<sup>th</sup> Annual Richland Community Days Community & Non-Profit Organization Application

Friday, August 16<sup>th</sup> & Saturday, August 17<sup>th</sup>, 2024

Community & Non-Profit Vendor: Friday 4-11 PM & Saturday 10 AM – 11 PM

Dear Community or Non-Profit Organization:

On behalf of the 15<sup>th</sup> Annual Richland Community Days, we are cordially inviting your organization to take part in the Community & Non-Profit Vendor Area during Richland Community Days. This event usually attracts over 18,000 people in attendance. We are pleased to inform you that our event this year will consist of musical entertainment, food vendors, fireworks, a parade, craft show, a children's activities area, and much more! This event will benefit the East Hills Recreation Commission. The location of the Richland Community Days will be the same as previous years, on the corner of Theatre Drive and Schoolhouse Road in Richland Township.

The Community & Non-Profit Area will give your organization a chance to display information that will be helpful in raising awareness and bettering your organization in the future. *Your organization will be responsible for set-up, tables, chairs, and clean up.* You may begin your set up on Friday, August 16<sup>th</sup> at 1:00 p.m. The Community & Non-Profit vendor Area will be open from 4:00 p.m. to 11:00 p.m. on Friday, August 16<sup>th</sup> and 10:00 a.m. to 11:00 p.m. on Saturday, August 17<sup>th</sup>. **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.**

Please contact Duaine Detrick at 814-241-9506 or email at [johnstown3d@yahoo.com](mailto:johnstown3d@yahoo.com) for additional information. *The deadline to register your organization is July 25, 2024.*

**For 2024, Community & Non-Profit Organization Vendors will be required to provide and set up their own tents.** Community & Non-Profit Organization 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.)

This is an information-based tent; therefore, no selling of food, goods, or fundraising will be permitted (You may collect donations but no selling of chance tickets). Once again this year, Community & Non-Profit Organization Vendors will be located along the street midway, giving your organization more exposure during the 15<sup>th</sup> Annual Richland Community Days. We look forward to hearing from you and seeing you at Richland Community Days!

Name of Community or Non-Profit Organization: \_\_\_\_\_

Phone Number: (Work) \_\_\_\_\_ (Mobile) \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

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 = \_\_\_\_\_

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

**Release:** In consideration of permission for use of all premises designated for the Richland Community Days event

\_\_\_\_\_ Hereinafter "Community or Non-Profit Organization Vendor", agrees to release, discharge and hold harmless: East Hills Recreation Commission and Richland Community Days Committee, its officers, directors, employees and volunteers from any liability of any nature whatsoever. Community or Non-Profit Organization 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. Community or Non-Profit Organization Vendor understands that this release and indemnity are conditions precedent to their use of the premises designated for the Richland Community Days event. Community or Non-Profit Organization Vendor also acknowledges that they have read and agree to rules and regulations that have been outlined.

Community or Non-Profit Organization Vendor agrees to release, discharge and hold harmless the East Hills Recreation Commission and Richland Community Days Committee, its officers, directors, employees, and 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.

Community or Non-Profit Organization Vendor agrees to release, discharge and hold harmless the East Hills Recreation Commission and Richland Community Days Committee, its officers, directors, employees, and 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 Community or Non-Profit Organization 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 Community or Non-Profit Organization 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 brochure.

\_\_\_\_\_  
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: Community & Non-Profit Organization Vendor Rules & Regulations

**Community & Non-Profit Organization Vendors:** All applications will be reviewed on a first-come, first served basis. As a Community or Non-Profit Organization 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 display and/or distribute as detailed as possible on your application. You will only be authorized to display or distribute 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 within the Richland Community Days grounds at Theatre Drive and Schoolhouse Road, Richland Township, Johnstown, PA. As a Community or Non-Profit Organization, 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. Community or Non-Profit Organization 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. Community or Non-Profit Organization 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 Community or Non-Profit Organization Vendors will unload their materials, equipment, and tent set ups into their assigned space as quickly as possible and remove their vehicle from Community or Non-Profit Organization Vendor area to the assigned parking areas before setting up. You may begin your set up on Friday, August 16th at 1:00 p.m. The Community Tent will be open from 4:00 p.m. to 11:00 p.m. on Friday, August 16th and 10:00 a.m. to 11:00 p.m. on Saturday, August 17th. 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 17<sup>th</sup> due to the large crowd of people along the street during the fireworks display.**

**Notice:** Community or Non-Profit Organization 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 East Hills Recreation Commission and 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.

**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 East Hills Recreation Commission and Richland Community Days Committee listed as a named insured if requested prior to setting up.

By signing this form, Community or Non-Profit Organization Vendor **acknowledges they have read and agree** to comply with the East Hills Recreation Commission and Richland Community Days Committee rules and regulations.

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