



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

16th Annual Richland Community Days Game Vendor Application

Friday, August 15th & Saturday, August 16th, 2025

Game Vendor: Friday 4-10 PM & Saturday 11 AM – 11 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 game(s) _____

If you are a game vendor, two pictures of your game(s) and a picture of your booth(s) are required along with signed application and vendor fee of \$300.00 per booth by July 25, 2025. Photos may be sent by email to johnstown3d@yahoo.com if you prefer.

Game Vendor spaces are 10 ft. X 10 ft. @ \$300.00 including electric service each paid in full in advance.

Indicate # of spaces needed _____ X \$300.00 including electric service each = _____ Total

Mail completed application and payment to: East Hills Recreation Commission, 445 Schoolhouse Road, Suite 102, 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, 2025.

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

Game Vendor agrees to release, discharge and hold harmless East Hills Recreation Commission, Richland Community Days Committee, 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.

Game Vendor agrees to release, discharge and hold harmless East Hills Recreation Commission, Richland Community Days Committee, 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 Game 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 Game 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 2025: Game Vendor Rules & Regulations

Game Vendors: All applications will be reviewed on a first-come, first served basis. As a Game Vendor, you will be expected to display only the games listed on your application. Please be specific as to the games you propose to have and be as detailed as possible on your application. You will only be authorized to have those games. 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/or the Richland School District field properties, and/or Richland Township field properties. As a Game 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. Game 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. Game 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 Game Vendors will unload their materials, equipment, and tent set ups into their assigned space as quickly as possible and remove their vehicle from Game Vendor area to the assigned parking areas before setting up. Tent set up will be permitted Thursday evening, August 14th after 5:00 PM or Friday, August 15th 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 16th due to the large crowd of people along the street during the fireworks display.**

Notice: Game 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 Game 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 Game 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 if requested prior to setting up.

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

Signature _____ Date: _____