**Jefferson Hills Community Day – Saturday June 9, 2018**

**12:00PM – 10:00PM**

**885 Andrew Reilly Memorial Park**

**VENDOR APPLICATION FORM**

Return application and vendor registration fee (checks payable to JHRI) & mail to:

JHRI c/o Brian Konick, 5020 Grove Court, Jefferson Hills, PA 15025

Questions? Please email Holly – holly.rubinoff@gmail.com or call (412) 996-7315.

Organization /Company Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company Website\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_State\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Zip\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Registration fees are due no later than May 14, 2018.***

Please Select the Option That Applies To Your Company:

{ } Community/School Group/Political/Sports Group $45

{ } Commercial/Local Food Business $200

{ } Commercial/Local Business $150

{ } Add electricity for your booth- additional $25

Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Position/ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount Enclosed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

You must provide your own ten (10’ X 10” or smaller), table (no larger than 6’), chairs, etc.

I HAVE READ AND UNDERSTOOD THE FOLLOWING:

By signing, I acknowledge that I have read, understand, and agree with the terms for participating in this event. I hereby certify that I have read and agree to the Terms and Conditions included on the application. The show is scheduled for the designated day(s) and time(s). JHRI reserves the right to reschedule the event without liability. If any unforeseen change in schedule occurs for any reason, you will be notified as soon as possible. I further certify that I or any person associated with my company working at the event will not hold JHRI and its contractors, volunteers, Board of Directors, agent, etc. nor any individual therein responsible in case of theft, loss or damage to all or part of my exhibit or for any personal injury.

1. Vendors must be set up by 11:00 a.m. and break down by 9:00 p.m. You will not be permitted to break down your space any earlier then 9:00 p.m. Vehicles will not be allowed to access the road near the vendor booths between the hours of 11:00 a.m and 9:00 p.m. If you would like to leave earlier than the time allowed, you may do so but your tent will need to remain present until the end of the day. Please understand that once a vendor decides to break down early it begins a domino effect with others. Food vendors in particular will need to provide enough food for patrons into the evening when the band arrives. Any vendor that does not follow this rule will not be invited to participate next year.

2. Vendors are responsible for leaving their space clean including removal of all trash and any other debris.

3. Vendors understand that the area will be a grassy field located at Andrew Reilly Park.

5. If applicable, Vendors are responsible for their own vendors’ license, business license, etc. and must be prepared to present license the day of the event.

6. Vendors are encouraged to hold their own liability insurance. JHRI, it’s volunteers, Board of Directors, etc. are not responsible for vendors, their guests, their employees, their customers and will not hold JHRI responsible in case of theft, loss or damage to all or part of the vendor’s exhibit or for any personal injury to myself, employees, volunteers, guests, clients, customers, etc.

7. Each vendor will be allowed 1 parking pass only which will give you access to “vendor road” before 11:00 a.m. and after 9 p.m. in order to maintain safety. Police will be present enforcing the parking passes.

8. We discourage any vendor selling or solicitating outside of the booth rental space.

9. Kid friendly games and/or activities are encouraged to be offered for those that are non-food vendors. This will help draw traffic to your booth and get the community involved.

Approved By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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