

WARMINSTER DAY 2019



GENERAL INFORMATION FOR ALL VENDORS AND BOOTHS

Thank you for your interest in becoming involved with Warminster Day at Warminster Community Park. This event will take place on June 8, 2019. Hours for the event are 11:00 AM to 4:00 PM. The Warminster Day Committee/Parks & Recreation Department, will provide a day of family entertainment, rides, music, community demos, clowns, food and fun.

Vendors and organizations are invited to participate in this event to help celebrate the 15th Anniversary of Warminster Community Park.

Booth and Vendor Options**

Business / Commercial Vendor Booth w/o additional sponsorship: \$100

This option is available to any for-profit commercial/business vendor interested in the sales or distribution of items. **Vendors in this category are not considered event sponsors or investors^**. The WDC will provide you with a 10' x 10' space to display and sell items of your choice. All booths are responsible for collection and payment for all state and local taxes. Commercial vendors that are not selling items but providing information or giveaways will fall under this category as well. Food vendors must apply separately.

Non-Profit / Community Organization Booths \$FREE

This option is available to sport, civic or non-profit organizations for the purpose of registration, distribution of free information, giveaways or sales to the community. The WDC will provide you with 10'x10' space for display. Products and giveaways may be sold/provided from this area but you cannot leave your designated area to give out information. Organizations must provide proof of 501-c or tax-exempt status.

All interested vendors are invited to submit an application to the WDC to have a space at the Warminster Day Celebration. Please review the vendor category options, complete the appropriate sections in the enclosed application and return it to the WDC by **May 10, 2019**.

Warminster Day Committee
1100 Veterans Way, Warminster, PA 18974
(215) 443-5428 recreation@warminsterpa.org
www.warminstertownship.org

** Warminster Day Committee reserves the right to deny access and assign space on site to any vendor at our discretion.

^Warminster Day Bronze, Silver, Small Business and Friend sponsors and investors may participate in the vendor marketplace on the day of event for FREE!

Please review and complete the enclosed application form. If you have questions, please feel free to contact us at (215) 443-5428, Monday through Friday, 8:30 am – 4:30 pm.

Individuals or companies who wish to submit an application to hold a booth for Warminster Day should be aware of the following conditions of participation in our event:

- Warminster Day is scheduled to take place on June 8, 2019 in Warminster Community Park. Hours are Saturday: 11:00 AM to 4:00 PM. No rain date.
- **FOOD VENDORS must apply separately to be included in the Food Court and will not be allowed in the vendor marketplace if selling food items.** Only a limited number of Food vendors will be accepted and we strive not to duplicate food types.
- For all Business and Community non-profit organizations, **vendors are not permitted to leave your designated area to give out information.**
- Vendors must contain all equipment, supplies, tables, chairs, etc within their 10x10' space. Additional space is available for an additional fee.
- Electricity, tents, tables and chairs will not be provided by the WDC. Each organization must provide their own.
- All organization representatives must abide by the Warminster Township & WDC guidelines, and other regulatory bodies.
- Vendors will set up 1-2 hours ahead of opening time (Must be in place by 10:45 AM). All vendors must be set up by the start of the event and broken down within one hour (5:00 PM) of the close of the event and out of the park by 6:00 PM.
- If questions arise regarding your application, a representative from your organization may be required to meet with the WDC before the celebration.
- Vendors are required to make their stands neat, organized, and attractive.
- Alcohol, illegal substances and smoking are not permitted on the park grounds at any time.
- Warminster Day Committee reserves the right to deny access and assign space on site to any vendor at our discretion.
- All vendors will be assigned a 10x10' space on the runway at WCP. Since wind can be an issue, those providing tents must bring leg weights and weights for holding papers and such. Winds over 15 mi/hr will make tent erection difficult. Please come prepared.
- Trash – all trash must be carried out by each vendor. Bring trash bags as needed.

Warminster Day Committee

1100 Veterans Way

Warminster, PA 18974

(215) 443-5428

www.warminstertownship.org/

recreation@warminsterpa.org



VENDOR APPLICATION FORM Warminster Day June 8, 2019



Application Information (required)

Company / Organization _____

Type of Booth Commercial Non-Profit

Primary Contact _____

Address _____

City _____ State _____ Zip _____

Phone (w) _____ Phone (h) _____

Fax _____ Email _____

Day of Event Contact _____ Cell # _____

Tax Identification Number: _____ / _____

(Proof must be provided if claiming non-profit or tax exempt status for free booth space)

Please select the appropriate booth and complete the appropriate information:

Business, Sales & Commercial Vendor Booth (non-sponsor):

- Includes 10'x10' space on runway
 - For all commercial organizations or business entities that will be selling items or providing information to the public
 - Please attach a document listing all items that will be sold/given away at the day's events
 - Vendor will provide all tents, tables, chairs, electricity as needed.
 - Vendors are not considered sponsors for this event
 - Food vendors must apply separately and will not be permitted in the marketplace

Total Fee: \$100

Non-Profit / Community Organization Booth:

- Includes 10'x10' space on runway
 - If you are not a student or sport organization, proof of non-profit status must accompany this application (copy of tax exemption certificate.)
 - Sales and giveaways may take place at your booth - Briefly describe the content of the information that will be distributed or items being sold
 - Non-profit/community vendor will provide all tents, tables, chairs, electricity, as needed.

Total Fee: FREE

Electrical Services

Auxiliary electric will not be available at the park, therefore any power that you need must be brought by your organization. For site logistics and layout, please let us know what you plan on bringing.

PAYMENT INFORMATION

Please make all checks payable to: **Warminster Township**

Booth / Vender Space Total: #_____ 10'x10' @ \$100/space= \$_____
 Maximum Four (4)- 10x10 spaces available

Total Amount Enclosed: \$_____

Due with application submission

I hereby state that I have reviewed, understand and accept the guidelines provided to me by Warminster Parks and Recreation/Warminster Day Committee for the Warminster Day event. By signing below I signify that I accept responsibility for ensuring all guidelines will be followed by my organization/business and its representatives.

Name (print)

Company

Signature

Date

----- for office use only -----

Date rec'd _____ Amount _____ Receipt# _____ Init. _____

Contact info:
Warminster Day Committee
c/o Warminster Township Parks and Recreation
1100 Veterans Way, Warminster, PA 18974
Ph: 215/443-5428 fax: 215/957-2337
email: recreation@warminsterpa.org