



1130 N Bethlehem Pike • PO Box 625 • Spring House, PA 19477
215-646-5302 • EMAIL:PikeFest2016@gmail.com

2016 PIKE FEST

September 17, 2016 10:00am - 3:00 pm

Bethlehem Pike, Spring House, PA
Between Norristown Road and Sheble Lane

VENDOR / EXHIBITOR SPACE APPLICATION

Company / Organization: _____

Short Description of Wares: _____

Contact Name: _____

Company Address: _____

City/State/Zip: _____

Email address: _____

Phone: _____ Cell #during event: _____

Will you bring a canopy: yes no List other equipment that will be used in your space

	<u>FEES</u>	
# _____ of 10' X 10' Vendor Space	\$100.00 / Vendor Space	TOTAL \$ _____

Application and non-refundable fee (*payable to Lower Gwynedd Township, Pike Fest in memo section*) must be received by **April 17, 2016**. Photo of Artwork / Product to be offered at Pike Fest 2016 must accompany application.

My signature below certifies that I am applying for a space at the Lower Gwynedd Township Pike Fest 2016, have read and agree with the Exhibitor Rules & Regulations (attached). I hereby release Lower Gwynedd Township, their agents and officers from any responsibility due to acts of war or any act or condition incident to war, and for acts of God and nature, including inclement weather necessitating cancellation of the event for any loss or damage to property, personal injury and financial investment losses as a result of this event. I shall hold harmless and indemnify Lower Gwynedd Township, the Pike Fest Committee and the Lower Gwynedd Business Association and their agents and officers against any liability or expenses arising out of any claim for the loss or damage to property, personal injury and financial investment losses, together with all costs in connections with the defense thereto, including attorney's fees. I agree to comply with all rules, regulations, guidelines, terms and agreements of the Lower Gwynedd Township Pike Fest. I understand that my application and fees, once accepted, are non-refundable. There will be a \$35 fee for all returned checks.

Signature: _____ Print Name: _____ Dated: _____

EXHIBITOR RULES and REGULATIONS FOR 2016 LOWER GWYNEDD PIKE FEST

If accepted as a vendor, confirmation letters will be mailed (*or emailed, if preferred*) upon receipt of the fee, application and other required documents. If you are selected to participate in the festival your exhibit fee will be deposited and you will be notified of acceptance via email, no later than April 20, 2016. If you are not selected to participate in the festival, your check will not be deposited and you will not be contacted

1. Exhibitors must display and sell ONLY pre-approved items that were submitted to the Lower Gwynedd Township Pike Fest Committee. Photos submitted to the committee will not be returned. All works must be original arts or crafts by vendor. ALL VENDORS MUST COLLECT Pennsylvania 6% Sales Tax.
2. No commercially purchased merchandise, kit work, flea market items, novelties, current hot trends or fad toys, antiques or food/beverage products will be allowed for sale by art or craft show participants. This policy will be strictly enforced. Exhibitors violating Regulations 1 and 2 will forfeit their exhibition space and THERE WILL BE NO REFUNDS.
3. Exhibitors will receive a **VEHICLE ACCESS ID** to gain access to the September 17, 2016 Pike Fest along with a street map of the area indicating PROPER STREET ENTRANCE. Exhibitors must enter at the designated street entrance ONLY and must have their VEHICLE ACCESS ID displayed in the driver- side corner of the windshield. ONLY ONE VEHICLE PER EXHIBITOR IS ALLOWED.
4. ALL VEHICLES MUST BE REMOVED FROM THE PIKE FEST BY 5:00PM. VEHICLES ARE NOT PERMITTED ON THE PIKE DURING EVENT HOURS FOR ANY PURPOSES. THERE WILL BE NO EXCEPTIONS.
5. The Committee reserves the right to assign all spaces and the decisions are final. We cannot guarantee specific spaces for all. Exhibitors will be notified of the space location two weeks prior to event. Vendor must display Pike Fest booth assignment card during event.
6. EXHIBITORS ARE TO REPORT TO PIKE FEST SET UP COORDINATORS ON SITE TO BE DIRECTED TO THEIR SPACE(S). SPACES ARE PRE-ASSIGNED. Set up times will be staggered beginning at 7:30am. Vendor will receive their set up time with Vehicle Access ID.

LOAD IN TIMES: 7:30 – 9:30 am, Saturday, September 17, 2016

EVENT HOURS: 10:00am – 3:00pm

BREAKDOWN: 3:00 – 5:00pm -- EARLY BREAKDOWN IS NOT PERMITTED

7. THERE IS NO RAIN DATE and NO REFUND OF PIKE FEST FEE, ONCE ACCEPTED.
8. Exhibitors will be erecting their displays on a township street and unable to use stakes. All racks, tents, canopies and other displays must be securely weighed down or other pre-cautions taken to ensure safety during windy/ rain conditions. Exhibitors must furnish their own tents, tables and chairs.
9. No exhibitor may sublet. Exhibitors must stay within their allotted space. There can be no blockage or pedestrian traffic, sidewalks, residential walkways and emergency vehicle access.
10. Merchandise storage outside of exhibit booth is NOT allowed. Storage must be self-contained neatly within allotted space.
11. Exhibitors must maintain the cleanliness and orderliness of their booth at all times, reflecting family friendly decorum for this event. Improper behavior, offensive language or loud music is not permitted. The event committee reserves the right to ask any vendor to leave if they violate these terms or if their products do not appropriately adhere to these rules. The township will not be liable for any monies or damages incurred by exercising this right. Please understand that anyone seen defacing or found to have defaced any township or business property will not be allowed to return and may face further charges and legal fees.
12. Exhibitors must provide standard 30-gallon trash bags and place their bagged trash outside their booth at the end of event. Event staff will collect trash.
13. There are no animals permitted by vendors with the exception of certified service animals. We kindly ask that any service animals be kept on a leash at vendor assigned location.
14. There will be NO electricity as part of your rental of the space and generators will NOT be allowed. There is no WIFI or Internet access. It is the vendor's responsibility to generate their own hotspot to process credit card payments or access to the Internet.
15. We will have a vendor page on the township website to keep you informed about this event. We will use social media to provide event updates and will list vendors on the website and highlight them in social media.

We look forward to working with you.