

# 5th Annual PIKE FEST

Lower Gwynedd Township

Sunday September 13, 2020

10:00am - 3:00 pm

Bethlehem Pike, Spring House, PA

1130 N Bethlehem Pike • PO Box 625 • Spring House, PA 19477

215-646-5302 • LGPikeFest@lowergwynedd.org

## EXHIBITOR SPACE APPLICATION

Company / Organization: \_\_\_\_\_

Short Description of Wares: \_\_\_\_\_

Contact Name: \_\_\_\_\_

### Company Physical Mailing Address

Please include suites or P.O. Box Number: \_\_\_\_\_

If you wish the forms to be mailed to an additional address please indicate:

City/State/Zip: \_\_\_\_\_

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

Website site / Facebook: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell #during event: \_\_\_\_\_

Vendors **MUST** provide their own canopies. Electricity, Tables are NOT provided.

### **FEES**

# \_\_\_\_\_ of 10' X 10' Vendor Space \$85 per space Lower Gwynedd Business Association Member TOTAL \$ \_\_\_\_\_

# \_\_\_\_\_ of 10' X 10' Vendor Space Vendor fee \$100 per space TOTAL \$ \_\_\_\_\_

Application and non-refundable fee (*payable to Lower Gwynedd Township*) must be received by **June 26, 2020** to guarantee a space.

My signature below certifies that I am applying for a space at the Lower Gwynedd Township Pike Fest, 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 \$25 fee for all returned checks.

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Dated: \_\_\_\_\_

## EXHIBITOR RULES and REGULATIONS 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.

1. Exhibitors seeking to participate in the Pike Fest must submit this application and receive approval from the Township Manager under Section 850.09 of the Lower Gwynedd Township Code. Due to physical and public safety constraints, approval of vendor applications will be limited to the first 100 applications (or until all vendor spaces are exhausted) which qualify under these regulations. Applications will be accepted on a first-come, first-serve basis in accordance with the following schedule: From the Township Manager's designated opening date for applications through June 26, applications will be accepted only from proposed exhibitors who own or operate a business within Lower Gwynedd Township or who are members of the Lower Gwynedd Township Business Association or from religious, civic or charitable organizations located within Lower Gwynedd Township. Thereafter, applications will be accepted from any proposed exhibitors who meet the requirements fixed under these regulations through the close of applications on August 31.
2. Exhibitors will not be approved to engage in the sale of obscene literature, materials, products or merchandise nor may any exhibitor engage in any activity which violates any portion of the Lower Gwynedd Township Code. Further, the Township reserves the right to limit the number and type of vendor applications approved under paragraph 1, to avoid an imbalance in vendor types and to advance the overall purposes of the Pike Fest to promote Lower Gwynedd Township, its businesses and vendors. Conflicts regarding approval of vendor application will be resolved by the Township Manager in his sole discretion, as provided under Section 850.09.
3. 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.
4. 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.
5. Exhibitors will receive a VEHICLE ACCESS ID to gain access to the 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
6. 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.
7. 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.
8. 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, SUNDAY, September 13, 2020 **EVENT HOURS:** 10:00am – 3:00pm  
**BREAKDOWN:** 3:00 – 5:00pm -- EARLY BREAKDOWN IS NOT PERMITTED
9. THERE IS NO RAIN DATE and NO REFUND OF PIKE FEST FEE, ONCE ACCEPTED.
10. Exhibitors will be erecting their displays on a State 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.
11. No exhibitor may sublet. **Exhibitors must stay within their allotted space.** There can be no blockage or pedestrian traffic, sidewalks, residential walkways, entrances to shopping centers and emergency vehicle access.
12. Merchandise storage outside of exhibit booth is NOT allowed. Storage must be self-contained neatly within allotted space.
13. 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.
14. 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.
15. 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.
16. We will have a 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.