

UPPER NAZARETH TOWNSHIP COMMUNITY DAYS
Vendor/Organization/Participant Letter
Thursday, September 7th, Friday, September 8th
and Saturday, September 9th, 2023

Dear Vendor:

Please accept our invitation to partner with us for our Upper Nazareth Township Community Days event. The goal of the event is to invite members of the Upper Nazareth Township community and surrounding areas for three days of food, entertainment, and fun. As a vendor, we would like your organization to be a part of this event to supply the community with the offerings that your organization provides.

For your information, the event details are provided below.

Date of the event: Thursday, September 7th - 5pm to 10pm
Friday, September 8th - 5pm to 11pm
Saturday, September 9th - 5pm to 11pm

Location: Tuskes Community Park, 3040 Bath Pike, Nazareth, PA 18064

Suggested arrival time to set up booth: 3pm to 4:30pm September 7th.

Indoors/outdoors: Community Days Events are outdoors, rain or shine.

Participation Fee:

- \$50 for 10'x10' space
- Participation Fee is to hold your space and will be refunded after the event, provided area is left as it was found. No shows will forfeit their deposit.

This event will also be an opportunity for you to introduce your services to the local community and connect with them on an individual basis. We expect individuals from every facet of the community and others seeking to gain knowledge as to what is offered here in Upper Nazareth Township and surrounding areas.

If you would like to participate, we are asking your organization to complete the enclosed vendor application.

If you have any questions or concerns, please contact Upper Nazareth Township at:

610-759-5341
secretary@uppernazarethtownship.org

Thank you for considering participation in Upper Nazareth Community Days.

Sincerely,

Upper Nazareth Township Recreation Board

UPPER NAZARETH TOWNSHIP COMMUNITY DAYS
Vendor/Organization/Participant Application
Thursday, September 7th, Friday, September 8th
and Saturday, September 9th, 2023

By completing and submitting the following reservation for booth space, Vendor/Organization/Participant agrees to abide by the terms of this agreement and by the rules and regulations established by Upper Nazareth Township and the Upper Nazareth Township Community Days Committee which is included with this form. Failure to comply with the rules and regulations of Upper Nazareth Township Community Days may result in immediate dismissal from the event without refund and possible exclusion from all future events.

Participation Fee: \$50 for 10'x10' space. Payment for requested 10' x 10' spaces must accompany this application. All Vendors, Organizations, Participants are responsible for providing tents, lights, tables, chairs, and any other items that vendors, organizations, and participants consider necessary to operate and can be contained within assigned space or area.

LIABILITY INSURANCE CERTIFICATE: All Food, Drink, and Amusement Vendors are required to present at time of application a Liability Insurance Certificate. If necessary, Upper Nazareth Township and the Upper Nazareth Township Community Days Committee may request proof of insurance from any vendor, organization, or participant before an application is approved.

The Liability Insurance Certificate must be in the minimum amount of \$1,000,000 per occurrence, with the following listed as an Additional Insured:

Upper Nazareth Township and Upper Nazareth Township Community Days
100 Newport Avenue
Nazareth, PA 18064
(Event dates must be noted on certificate.)

PROFESSIONAL FOOD/DRINK/AMUSEMENT VENDORS: All professional food, drink, and amusement vendors must provide space and area requirements for proper payment calculation. Professional food and drink vendors must attach a list of items being sold with prices. Upper Nazareth Township Community Days Committee reserves the right to approve your application subject to menu and price restrictions and/or changes so as not to duplicate items being sold and/or to create a fair and competitive environment. Food and drink items must be reapproved each year. Food and drink items are not guaranteed year to year.

10'x10' Spaces Requested: _____ If more than one space is requested, do they need to be adjacent? _____
Total Payment Amount: \$ _____
Please Keep My Deposit as a Donation for Community Days -Please Circle - YES or NO
Electricity must be provided by the vendor.
What are you cooking with? _____

Name of Vendor/Organization/Participant: _____

Mailing Address: _____

Contact Person: _____ **Phone Number:** _____

Email: _____ **Phone Number During Event:** _____

Type of Vendor/ Organization: _____

Please make checks payable to: **UPPER NAZARETH TOWNSHIP**
Remit application and payment to: **UPPER NAZARETH TOWNSHIP, 100 Newport Avenue, Nazareth, PA 18064**

APPLICATIONS MIGHT NOT BE ACCEPTED AFTER SEPTEMBER 1st

UPPER NAZARETH TOWNSHIP COMMUNITY DAYS
Vendor/Organization/Participant Rules & Regulations
Thursday, September 7th, Friday, September 8th
and Saturday, September 9th, 2023

We are pleased that you will be joining us for this year's Upper Nazareth Township Community Days! You are here as our guest, and we look forward to a wonderful event. In order to ensure the safe, smooth and efficient operation of **Upper Nazareth Township Community Days**, it is required that the individuals, vendors, and organizations participating in the event follow these rules and regulations without exception:

1. Upper Nazareth Township Community Days, in its sole discretion, reserves the right to refuse any application.
2. Vendors are accepted on a first come first served basis. Community Days reserves the right to limit vendors with similar products.
3. Upper Nazareth Community Days does not allow vendors of a political or political action nature.
4. Upper Nazareth Township Community Days Committee will assign booth location(s).
5. The Upper Nazareth Township Community Days Committee will be providing times for check-in/ setup. Check in/setup will be scheduled for Thursday September 7th.
6. The event hours of operation are as follows:
 - Thursday, September 7th: 5:00 pm to 10:00 pm
 - Friday, September 8th: 5:00 pm to 11:00 pm
 - Saturday, September 9th: 5:00 p.m. to 11:00 p.m.
6. Booths MUST be manned at all during event hours.
7. Vendors, Organizations, Participants are responsible for providing tents, lights, tables, chairs, and any other items vendors and organizations consider necessary to operate and can be contained within assigned space or area.
8. Vehicles are not permitted in the festival area during festival hours.
9. All food, drink, and amusement vendors are required to present at time of application a Liability Insurance Certificate in the minimum amount of \$1,000,000 per occurrence. You will not be permitted to participate in the festival if not properly insured. If necessary, Upper Nazareth Township and the Upper Nazareth Township Community Days Committee may request proof of insurance from any vendor, organization, or participant before an application will be approved.
10. Food Vendors - grease disposal will be the responsibility of the vendor.
11. Food and Drink Vendors - food and drink items need to be approved each year; previous year approval does not guarantee you will be permitted to sell the same food and drink items this year.
12. Vendors and organizations are responsible for cleaning up their area at the completion of the event.
13. Any and all dissemination of information, pamphlets, and documentation shall be limited to your
14. assigned booth space and not in the common areas and/or any area outside of your assigned space unless authorized by the Upper Nazareth Township Community Days Committee.
15. Inappropriate behavior will not be tolerated. Inappropriate behavior includes, but is not limited to, smoking in non-designated areas, foul language, and harassing other individuals. If any member of your organization is found to be acting inappropriately, it may result in removal of the individual from the event and closure of your booth without refund.
16. All existing Tuskes Community Park rules are in full force and in effect during festival hours unless authorized by the Upper Nazareth Township Community Days Committee.
17. Upper Nazareth Township or the Upper Nazareth Township Community Days Committee are not responsible for lost, stolen or damaged equipment or material during the event or left overnight.
18. Failure to follow above rules could result in a forfeiture of your deposit.