

**FORKS COMMUNITY DAYS**  
**Vendor/ Organization/ Participant Application**  
**Friday September 15<sup>th</sup>, Saturday September 16<sup>th</sup>, Sunday September 17<sup>th</sup> 2017**

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 the Forks Community Days committee located on the back of this form. Failure to comply with the rules and regulations of Forks Community Days may result in immediate dismissal from the festival without refund and possible exclusion from all future festivals.

**LIABILITY INSURANCE CERTIFICATE:** Insurance certificate must accompany this application. All Vendors/ Organizations/ Participants are required to present at time of application a Liability Insurance Certificate in the minimum amount of \$1,000,000 per occurrence, with the following listed as Additionally Insured:

Forks Township Northampton County and Forks Community Days  
1700 Sullivan Trail, #149  
Easton, PA 18040  
(Event dates must be noted on certificate.)

**FEE STRUCTURE:** A minimum non-refundable deposit must accompany this application. Minimum deposit amounts listed below.

**Minimum Non-Refundable Deposit**

Professional Food Vendors:	\$200 (to be applied toward 20% of gross festival sales)
Non-Profit Food Vendors	\$100
All Other Vendors (FORKS):	\$100
Non-Profit Organizations Display Only (limited to one space):	\$ 25

**PROFESSIONAL FOOD VENDOR**

All Professional Food Vendors are required to report gross festival earnings at the conclusion of the festival, Sunday 09/17/2017, no later than 8:00 pm. Report gross earnings to Forks Community Days committee member located at the festival beer tent; 20% Vendor fee payable in cash or check. Failure to fairly and honestly report earnings, regardless of amount, will result in exclusion from the festival in following years.

**FOOD VENDORS: Attach a list of food items being sold and prices.** Forks Community Days 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 items must be reapproved each year. Food items are not guaranteed year to year.

10'x10' Spaces Requested: _____ If more than one space requested, do they need to be adjacent? _____
Check if you require access to electricity (110V): _____ Total Deposit Being Paid: \$ _____
<b>If you need electricity,</b> What are you cooking with? _____
Wattage/Volt of what you are using: _____
<b>Each space will get one receptacle, which is two outlets. If more are needed, please let us know. We cannot guarantee that they will be available but will try to be accommodating.</b>

**Name of Vendor/ Organization:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone Number During Event:** \_\_\_\_\_

**Type of Vendor/ Organization:** \_\_\_\_\_

Please make checks payable to: **FORKS COMMUNITY DAYS**  
Remit application and payment to: **FORKS COMMUNITY DAYS, 1700 Sullivan Trail #149, EASTON, PA 18040.**  
Info at: [www.forkscommunitydays.com](http://www.forkscommunitydays.com)

APPLICATIONS MIGHT NOT BE ACCEPTED AFTER AUGUST 25, 2017, a \$25 LATE FEE WILL BE CHARGED.

## Rules & Regulations

Friday September 15<sup>th</sup>, Saturday September 16<sup>th</sup>, Sunday September 17<sup>th</sup> 2016

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

1. Forks Community Days, in its sole discretion, reserves the right to refuse any application. Applications might not be accepted after August 25, 2017. A \$25 late fee will be charged after August 25, 2017.
2. All vendors/ booths must check in no later than 4:00 p.m. on Friday, September 15<sup>th</sup>. Check in will be located at/ near the amphitheater.
3. The hours of operation for booths are as follows:
  - Friday, September 15, 2017: 5:00 p.m. to 11:00 p.m.
  - Saturday, September 16, 2017: 11:00 a.m. to 11:00 p.m.
  - Sunday, September 17, 2017: 11:00 a.m. to 7:00 p.m.
4. Booths MUST be manned from 5:00 p.m. to 10:00 p.m. Friday, 11:00 a.m. – 10:00 p.m. on Saturday and all day Sunday. NO EXCEPTIONS.
5. Forks Community Days Committee will assign booth location(s) and provide access to electricity if requested.
6. Vendors/ organizations are responsible for providing tents, lights, tables, chairs and any other items the vendor/ organization considers necessary to operate and can be contained within vendor's / organization's assigned space or area.
7. **All vendors and organizations 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.**
8. Parking is the responsibility of the vendor. You may have to park a distance from your booth so please be prepared to cart your booth items. Vehicles are not permitted in the festival area during festival hours.
9. Food Vendors - grease disposal will be the responsibility of the vendor.
10. Food Vendors - food items need to be approved each year; previous year approval does not guarantee you will be permitted to sell the same food items this year.
11. Vendors and organizations are responsible for cleaning up their area at the completion of the event.
12. **Professional Food Vendors are required to report gross festival earnings at the conclusion of the festival, Sunday 09/17/2017, no later than 8:00 pm. Report gross earnings to Forks Community Days committee member located at the beer tent; 20% Vendor fee payable in cash or check. Failure to fairly and honestly report earnings, regardless of amount, will result in exclusion from the festival following years.**
13. Any and all dissemination of information, pamphlets and documentation shall be limited to your assigned booth space and not in the common areas and/or any area outside of your assigned space unless authorized by Forks Community Days.
14. 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.
15. All existing Forks Township Community Park rules are in full force and effect during festival hours unless authorized by Forks Community Days.
16. Forks Township or Forks Community Days are not responsible for lost, stolen or damaged equipment or material.