



P.O. Box 631  
4 North Centre Street  
Philipsburg, PA 16866  
[www.philipsburgheritagedays.com](http://www.philipsburgheritagedays.com)

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**NOTICE**  
**PLEASE READ AND NOTE NEW INSURANCE REQUIREMENTS**  
(updated 2/16/2014)

Recently, we have been notified by our insurance carrier that changes must be made to the requirements for vendors and crafters to participate in Philipsburg Heritage Days. These changes have been effect with other Fairs and celebrations and now must be applied to our celebration.

**CRAFTERS AND EXHIBITORS**

- We **will not** require a Certificate of Insurance to be attached with your application for participation in the Philipsburg Heritage Days celebration.
- You should be aware that if you have insurance on your tent or stand, we would appreciate receiving a copy of this insurance. **If not, you must be aware that if any accident happens within your tent or stand, you will be held legally responsible for any claims.**
- If you have paid employees, we will **not** require proof of Workman's Compensation coverage. However, you are still required to comply with regulations regarding paid employees. Philipsburg Heritage Days will not be held responsible for any violation regarding this requirement.



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## EXHIBITOR AND CRAFT VENDOR TERMS AND CONDITIONS

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**FESTIVAL DATES:** Wednesday, July 10<sup>TH</sup> through Saturday, July 13<sup>TH</sup>, 2019  
**FESTIVAL TIMES:** Wednesday - Friday 10:00 AM -- 9:30 PM, Saturday 10:00 AM – 9:00 PM

### Fees and Application Deadlines:

See application for fee schedule  
Deadline for applications is June 25, 2019.

### Application Procedure:

1. Your completed application (Note: An application form must be completed for each unit).
2. Insurance documentation
3. Check payable to: Philipsburg Heritage Days

Mail items 1, 2, 3 above to:

Philipsburg Heritage Days  
P. O. Box 631  
Philipsburg, PA 16866

Your check is your receipt. Cash will not be accepted. **If you supply an e-mail address in the application form, we will notify you of the status of your application.** Upon acceptance: The application fee is non-refundable.

### Electricity:

Cost of electricity is \$4.00 per day per 10'x10' booth. Must be paid with booth application fee. One RESIDENTIAL (box or oscillating) fan per 10'x10' space. NO COMMERCIAL OR HEAVY DUTY FANS PERMITTED – NO EXCEPTIONS

### Please take a note of these other important guidelines:

1. Setup Time: New setup hours Tuesday, July 9<sup>TH</sup> after 6:30 PM. **No early setup – NO EXCEPTIONS!**
2. Exhibitors should arrive in time to setup and be ready to open by 10:00 AM on Wednesday.
3. Vehicles must be moved to the parking lot after unloading. Due to safety regulations, we have to keep the middle of the street open for emergency vehicles.
4. Booths must remain open from 10:00 AM to 9:30 PM on Wednesday through Friday and Saturday from 10:00 AM until 9:00 PM (flexible during the parade). The parade will end on Front Street on Saturday. All vendors must keep these hours. No early takedown of tents permitted.

5. The fair will remain on the street Wednesday through Saturday. On Sunday a car show will take place starting at 10:00 AM.
6. Spaces are rented on a first come first serve basis and are reserved only after application and payment are received. We reserve the right to limit the number of vendors in each type of craft category. If we cannot accommodate you, you will be notified immediately and we will return your rental fee.
7. Vendors are responsible for cleaning up their stand each night and upon tearing down of their stand.
8. Vendors are responsible for securing tents and stands to the ground in case of inclement weather.
9. There will be a dumpster at the site for your use.
10. No solicitation is permitted without booth rental.
11. Any item(s) being sold that are not listed on the agreement will be asked to be removed from the table(s).
12. The Committee reserves the right to inspect any and all items and if deemed inappropriate, items will be asked to be removed.
- 13. Prohibited items:**
  - a. Swords, knives, guns, nun chucks, brass knuckles, darts, throwing stars, spray string, firecrackers, snappers, etc.
  - b. Items bearing inappropriate language/logos or symbols, etc.
14. Any organization/group selling rip-offs are responsible for keeping the area(s) clean.
15. The sponsor will not assume responsibility for damage, loss or injury that may occur to the vendor or the vendor's belongings.
16. You must provide and empty your own trashcans.
17. Please have a copy of your sales tax license available.
- 18. Pets are not permitted in booths or exhibit areas – absolutely no exceptions.**

If you have any questions, please send e-mail to  
[info@philipsburgheritagedays.com](mailto:info@philipsburgheritagedays.com)



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## 2019 EXHIBITOR AND CRAFT VENDOR APPLICATION

(PLEASE PRINT)

Exhibitor Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ **(required for notification of application status)**

Circle all that apply:    Craft                  Resale                  Antique/Flea Market                  Exhibitor

Description of items: \_\_\_\_\_  
\_\_\_\_\_

Booth size is 10'x10'. Rental is \$10 per day per booth. If electricity is needed, cost will be \$4.00 per day per booth. Must be paid with application fee. **Crafters will set-up on Tuesday July 9<sup>th</sup> after 6:30 PM. No early set-up permitted.**

Requesting \_\_\_\_\_ Booth(s) @ \$10 x \_\_\_\_\_ Day(s) = \$ \_\_\_\_\_

Electricity \_\_\_\_\_ Yes \_\_\_\_\_ No                  \$4.00 per day per booth = \$ \_\_\_\_\_

Total: \$ \_\_\_\_\_

Please indicate the day(s) you are requesting booth space. **Select Option 1 or Option 2:**

- Option 1 -**        WEDNESDAY                  THURSDAY                  FRIDAY
- Option 2 -**        WEDNESDAY                  THURSDAY                  FRIDAY                  SATURDAY

I give permission for my name and craft description to be used for advertising purposes:    YES    NO

**I have reviewed the Insurance Requirements (cover page of this packet) and including appropriate insurance documents with this application (if applicable). I have also received and reviewed the terms and conditions sheet (pages 2 and 3), and I understand and agree to all terms and conditions as outlined.**

Owner signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

FOR COMMITTEE USE ONLY:

DATE APPLICATION RECEIVED: \_\_\_\_\_ Payment received: Yes (amount \$ \_\_\_\_\_) No \_\_\_\_\_

If accepted, date e-mail notification sent (if e-mail address provided): \_\_\_\_\_

If not accepted, date application and payment returned: \_\_\_\_\_