

# TRAPPE COMMUNITY DAY

Saturday, September 24, 2016

(rain date October 1<sup>st</sup>)

10:00 a.m. to 4:30 p.m.

Water Works Park, 230 West First Avenue, Trappe

## PARTICIPATING NON-FOOD VENDOR & SPONSOR APPLICATION

**SPACE FEE = \$125\* (must bring your own table, tent, etc.)**

Make checks payable to "Trappe Borough"

\* Early-Bird Special rate = \$100  
if received in Borough office by June 1, 2016!

Name of Vendor or Participant \_\_\_\_\_

Address \_\_\_\_\_

### INDICATE OPTION SELECTED

- Participating Non-Food Vendor Fee paid
- Non-profit: All Non-Profit businesses – No fee expected; **Copy of IRS determination letter required**
- In-Kind Service:  
Written notification from Trappe Day Committee required, included with application  
~ OR ~  
at least minimum table fee expected

General description of types of items/services to be offered on-site: \_\_\_\_\_

Will you require electrical service?  YES  NO  
**NOTE:** Default for unmarked is "NO." If yes, you must supply your own 25' – 50' extension cord.

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

Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_  
*In the Event of Postponement or Cancellation*

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

Telephone: \_\_\_\_\_

\*\*\* Must be set up by 9:30 a.m. – break down at 4:30. Map of assigned locations will be available at the park on the day of the event.

**PARTICIPATING VENDORS: Application Requirements**

*NOTE: Applications will be rejected without inclusion of these items (if applicable)*

1) **ALL Participants:**

- All participants are required to sign statement below agreeing to hold Trappe Borough & Steering Committee harmless for any loss, damage, or injury which might be sustained as a result of participation as a vendor in “Trappe Community Day”
- Participants **selling prepared foods, offering service that includes audience participation/involvement and/or on-site activities** are **required** to provide **Certificate of Insurance** (with Trappe Borough named as Additional Insured party)
- Completed Application in Borough office by Firm Deadline listed in application

2) **ALL Non-Profits:** IRS Determination letter/certificate of Non-Profit status

**HOLD HARMLESS STATEMENT:**

I, \_\_\_\_\_, intending to be legally bound, agree to indemnify and hold harmless the Borough of Trappe and their officers, agents, Trappe Community Day Steering Committee members, and employees from any and all claims, suits, or actions for injuries, death and/or property damage from any and all injuries, liabilities, losses, costs damages, expenses (including attorney’s fees and other costs of litigation), claims, demands and judgment, in law or equity (collectively “indemnified claims”), which arise from, or relate in any way to the participation of \_\_\_\_\_ in the annual Trappe

*Name of Company/Vendor*

Community Day event on September 24, 2016 (rain date October 1<sup>st</sup>) including, but not limited to, any indemnified claims which may be brought by third parties as well as by the vendor and/or any of his/her/their guests, invitees, visitors or members (or any of their respective heirs, administrators, executors, agents or assignees).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**FIRM DEADLINE FOR ACCEPTANCE OF APPLICATIONS:  
JULY 29, 2016**

**Mail or bring all “Application Requirement” submissions to:**

**525 West Main Street, Trappe, PA 19426**

Business Hours: Weekdays 8:00 AM – 4:30 PM  
Questions: call the Borough office at 610-489-7181 ext. 102 or email Ellen at  
[admin.assistant@trappeborough.com](mailto:admin.assistant@trappeborough.com)

**SPONSORS: Not on-site day of event**

**SPONSOR LEVELS:** Please indicate choice of sponsorship level

*Your generosity allows entrance to this fun-filled day  
to remain free of charge for our guests.*

**THANK YOU IMMENSELY!!**

Gold - \$500 or more       Silver - \$250       Bronze - \$125

Make checks payable to **“Trappe Borough”**

**Name of Business:** \_\_\_\_\_  
*As you wish it to be listed in the program*

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

**City, State, Zip:** \_\_\_\_\_

**Business Phone:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_