

TRAPPE COMMUNITY DAY

Date: Saturday, September 21 (rain date is September 28)

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

Location: Water Works Park, 230 West First Avenue, Trappe, PA

VENDOR APPLICATION (NON-FOOD VENDOR)

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

Form & fee to "Trappe Borough"
525 W. Main St, Trappe, PA 19426

**** Early-Bird Special rate = \$100
If received in Borough office by June 1, 2019!***

Name of Vendor or Participant _____

Address _____

Business Phone _____

Contact Person _____

Phone _____ Email _____

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

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.

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 separate statement to hold Trappe Borough, etc. 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)
 - 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, Trappe Borough Council, The Trappe Borough Mayor and their officers, agents, employees and volunteers including Trappe Community Day Steering Committee members 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 participation of _____
Vendor or Company

Community Day event on September 21 (rain date September 29) 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).

Note: Must be set up by 9:30 a.m. and break down at 4:00 p.m.

DEADLINE FOR ACCEPTANCE OF APPLICATIONS: August 30

If the event is postponed due to inclement weather – notices will be posted on the Borough Website – www.trappeborough.com and our Facebook page

Business Hours: Weekdays 8:00 AM – 4:15 PM

Have questions? Call the Borough office at 610-489-7181 ext. 102 or email admin.assistant@trappeborough.com