

# INDOOR BUILDING VENDOR RESERVATION FORM



**PAYMENT DEADLINE: June 1** - If payment is not received, vendors will not be permitted to occupy their booths. Vendors are eligible for a full refund if cancelled by June 30.

Please make all checks payable to: **UNION COUNTY WEST END FAIR.**

Please mail your Reservation Request with payment no later than **June 1** to:

Michelle Dietrich  
1000 Bowersox Road  
Middleburg, PA 17842

Chair: Michelle Dietrich (570-939-2888)  
Co Chair: Dennis Boop (570-966-1610)

**FOR ASSISTANCE COMPLETING THIS FORM, PLEASE CONTACT:**

Michelle Dietrich – Phone 570-939-2888 / EMAIL:

[concessions@unioncountwestendfair.com](mailto:concessions@unioncountwestendfair.com) Please place a check mark in the appropriate spaces and complete the number of units.

**BOARDWALK I RESERVATIONS**

10x10 unit with a garage door opening and permanent lighting. Use your own pad lock to lock the unit during the week of the fair.

Weekly Rate: (single) \$120.00  
(double) \$240.00  
(triple) \$310.00

**Boardwalk I unit(s) Number** \_\_\_\_\_

**(Single, Double, or Triple) Boardwalk I units** \_\_\_\_\_. **Total BW-I \$** \_\_\_\_\_

**BOARDWALK II RESERVATIONS**

12x24 unit with a garage door opening and permanent lighting. Pick up keys at the office for this unit.

Weekly Rate: \$140.00

**Number of Boardwalk II units** \_\_\_\_\_. **Total BW-II \$** \_\_\_\_\_

**COMMERCIAL BUILDING RESERVATIONS**

10x10 space in building with 2 large garage doors at both ends, includes permanent lighting. Come to the office to open up entire building.

Weekly Rate: \$65.00

**Number of Commercial Building units** \_\_\_\_\_. **Total C-Bldg \$** \_\_\_\_\_

**Name** (Please print): \_\_\_\_\_ **Company/Org** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip Code** \_\_\_\_\_

**Telephone #:** \_\_\_\_\_ **Mobile/Cell #** \_\_\_\_\_ **Email Address** \_\_\_\_\_

**Link To My Web Site** \_\_\_\_\_ **Name of Insurance Company** \_\_\_\_\_

**Copy of Certificate of Liability Insurance or Signed Liability Waiver Enclosed**

Reserve same space as last year.  **Do Not** reserve space this year. **Sales Tax #:** \_\_\_\_\_

Please specify all items or goods to be sold: \_\_\_\_\_

Do you need Internet access the week of the fair if we provide wireless access?  Yes  No

I will open for SPECIAL EVENTS: Wednesday at 3:00 PM.  Yes  No Saturday at 10:00 AM  Yes  No

I am interested in purchasing an ad space during fair week:  Yes  No

I am interested in becoming a sponsor or in sponsoring an event:  Yes  No

**I need Living Trailer accommodations (Enclosed is Living Trailer Form)**

By signing this form, I agree to abide by the Fair Association's Concession-Vendor Rules, Regulations, and I will provide a Certificate of Liability Insurance or I must sign a Liability Waiver.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Fair Usage:** Date Received \_\_\_ / \_\_\_ / \_\_\_ **Unit/Space** \_\_\_\_\_ **Amount Received \$** \_\_\_\_\_

**Copy of Certificate of Liability Insurance or signed Liability Waiver Enclosed**

**Cash**  **CK/MO #** \_\_\_\_\_

## CONCESSION-VENDOR RULES AND REGULATIONS

[www.unioncountyywestendfair.com](http://www.unioncountyywestendfair.com) | [concessions@unioncountyywestendfair.com](mailto:concessions@unioncountyywestendfair.com)

Michelle Dietrich, 1000 Bowersox Road Middleburg, PA 17842 PH: 570-939-2888

Idella Zimmerman, Co-Chair; PH: 570-966-1340



### GENERAL RULES

1. It is recommended that booths open for business by 5 PM during the week and 11:00 AM on Saturday. Booths must be open for business by 6:00 PM at the latest.
2. Vendors are encouraged to keep booths open until end of the last event or stage show. All Vendors must have vehicles removed from the midway areas by 4pm daily with the exceptions of Wednesday by 1pm and Saturday by 9am. No vehicles will be allowed on any midway areas until after 10pm nightly. This is to ensure the safety of our patrons.
3. **ALL VENDORS MUST** carry liability insurance and provide a certificate of liability as proof of insurance dated during fair week, naming Union County West End Fair as Certificate Holder in lower left hand corner or sign a waiver. **NO EXCEPTIONS** (Physical address is: 1111 State Rt. 235 Laurelton, PA 17835) If your insurance company is mailing us a copy, please mail to – Michelle Dietrich, 1000 Bowersox Road Middleburg, PA 17842. Proof of insurance or waiver **MUST** be received prior to fair week or you will not be allowed to occupy your space. There will be **NO REFUNDS** if insurance is not provided.
4. **FOOD VENDORS MUST** carry product liability insurance and provide proof of insurance coverage during fair week.
5. **SALES TAX NUMBERS** are required and must be displayed where applicable or vendors will not be permitted to occupy their space. **PLEASE DISPLAY YOUR SALES TAX LICENSE AT THE FAIR.**
6. PAYMENT IS REQUIRED prior to occupying space.
7. SUBLETTING OR SHARING OF SPACES must be pre-approved by the Concessions Chairman.
8. SALE OF PRODUCTS: Sale of popcorn, caramel corn, chocolate covered bananas, cotton candy, snow cones and candy apples is limited to Carnival midway. Vendors must limit the sale of products to those listed in their contract, unless approved by the Concessions Chair or Co-Chair.
9. SALES ON FAIRGROUNDS: No food or drinks may be sold at the show arena, tractor pull area or any other place on the fairgrounds unless approved by Concessions Chair or Co-Chair.
10. ALL DISPLAYS AND MERCHANDISE must be kept within the rented space;
11. TAILGATE DISPLAYS may use one table immediately in front of vehicle provided table length is no longer than width of vehicle.
12. LIVING TRAILERS must have owner identification on the vehicle and must confirm space prior to hook up. You may pick up your trailer ID card and confirm your space at the Fair Office.
13. NO PETS are allowed on the fairgrounds at any time.
14. NO DISORDERLY CONDUCT, GAMBLING OR USE OF DRUGS OR ALCOHOL IS PERMITTED.
15. THE ABUSE OF ANY PRIVILEGE granted, sale of dishonest goods, impure or unwholesome food, ill kept appearance of space rented or any other objectionable practice will result in forfeiting all privileges without recourse.
16. Vendor is responsible for supplying all electrical cords, plugs, and extension cords needed for electrical use. They will not be provided by the fair.

### RULES OF GOOD MANNERS

1. Boardwalks and the midway should be kept clear of chairs and other items to allow easy flow of visitor traffic, especially wheelchairs and other handicapped visitors.
2. The use of sounds systems is strictly prohibited. Radios and TVs may be used if volumes are within reasonable limits.
3. All vendors must be closed during Vesper Services on Sunday evening.

### AVAILABLE AMMENITIES

1. Electric service will be available at 1:00 PM on Sunday.
2. Vendors must furnish safety switch and enough cord to hook up to existing lines.
3. Vendors must not cut into any electric line without the consent of fair electrician.
4. Water hoses must be disconnected. No permanent hose connections are permitted.
5. Trash and garbage must be in closed plastic bags and ready for 8:00 AM pickup each morning.
6. The dumpsters are available to vendors at all times and can be freely used for disposables.
7. Sanitary dumping station must be used; no holes for disposal of waste may be used.