



Union County West End Fair Association - Laurelton, Pennsylvania

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:
Tammy Boop Chair: Tammy Boop (570-966-1610)
1555 Swengel Rd. Co Chair: Dennis Boop (570-966-1610)
Mifflinburg, PA 17844

FOR ASSISTANCE COMPLETING THIS FORM, PLEASE CONTACT:

Tammy Boop - PHONE: 570-966-1610 / EMAIL: dennisboop@dejazzd.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) \$140.00
(double) \$260.00
(triple) \$330.00

Boardwalk I unit(s) Number _____

(Single, Double, or Triple) Boardwalk I unit(s). _____ **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: \$160.00

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 _____

Telephone #: _____ **Mobile/Cell #** _____ **Email Address:** _____

Link To My Website _____ **Insurance Company** _____

Reserve same space as last year

Do Not reserve space this year.

Please specify all items or goods to be sold: Nothing sold – space used for advertising purposes

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

I will open for SPECIAL EVENTS: Saturday at 10:00 AM

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

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

Signature: _____ **Date:** _____

Fair Usage: Date Received ___/___/___ Unit/Space Amount Received \$

Copy of Certificate of Liability Insurance Cash CK/MO # _____

Union County West End Fair Association - Laurelton, Pennsylvania

CONCESSION-VENDOR RULES AND REGULATIONS

www.unioncountwestendfair.com | dennisboop@dejazzd.com

Tammy Boop, 1555 Swengel Rd. Mifflinburg, PA 17844 ; PH: 570-966-1610

Dennis Boop, Co-Chair; PH: 570-966-1610



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. **NO EXCEPTIONS** (Physical address is: 1111 State Rt. 235 Laurelton, PA 17835) If your insurance company is mailing us a copy, please mail to – Tammy Boop, 1555 Swengel Rd, Mifflinburg, PA 17844. Proof of insurance **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. PAYMENT IS REQUIRED prior to occupying space.
6. SUBLETTING OR SHARING OF SPACES must be pre-approved by the Concessions Chairman.
7. 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.
8. 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.
9. ALL DISPLAYS AND MERCHANDISE must be kept within the rented space;
10. TAILGATE DISPLAYS may use one table immediately in front of vehicle provided table length is no longer than width of vehicle.
11. NO PETS are allowed on the fairgrounds at any time.
12. NO DISORDERLY CONDUCT, GAMBLING OR USE OF DRUGS OR ALCOHOL IS PERMITTED.
13. 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.
14. Vendor is responsible for supplying all electrical cords, plugs, and extension cords needed for electrical use. They will not be provided by the fair. Subject to inspection by the fair electrician.

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.