

# 2019 Health & Wellness Fair Vendor Application

May 4, 2019 10AM to 2PM  
Muhlenberg Community Library (Rain or Shine)



Return completed application with all additional paperwork requested, along with your deposit to Muhlenberg Community Library, 3612 Kutztown Rd., Reading PA 19605. Checks should be made payable to Muhlenberg Community Library. All pages must be signed and returned no later than Friday, April 12th to be considered for a space. **Submitting application does not guarantee acceptance into event.** Questions contact Tara at 610-929-0589 ext 6 or email [muhling@gmail.com](mailto:muhling@gmail.com).

Business name: \_\_\_\_\_

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

Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Best Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Do you have a Website/ Facebook? If yes provide link, if not provide pictures and explanation of your products \_\_\_\_\_

Application Check List: All items must be returned for a complete application.

- \_\_\_\_\_ Required application fee – checks made payable to Muhlenberg Community Library
- \_\_\_\_\_ \$5 electric fee if Muhlenberg Community Library provides this service. There is very limited availability for inside spaces only, if at all possible please provide your own electricity.
- \_\_\_\_\_ 2 total application pages

### Check the appropriate category of your stand.

*All fees are forfeited if you do not participate. If you are not selected to participate, your fee will be refunded.*

- \_\_\_\_\_ Inside Space for non-profit businesses/organizations - \$10 (Includes 1 table and 2 chairs).
- \_\_\_\_\_ Inside Space for all other businesses/organizations - \$15 (Includes 1 table and 2 chairs).
- \_\_\_\_\_ Outside Space for non-profit businesses/organizations - \$5 (Includes a 10' x 10' space. You must provide your own table & chairs. You may bring a tent or canopy if it fits within the designated space).
- \_\_\_\_\_ Outside Space for all other businesses/organizations - \$10 (Includes a 10' x 10' space. You must provide your own table & chairs. You may bring a tent or canopy if it fits within the designated space).

**\*\*\*\* Tables and chairs provided for indoor spaces are of varying shapes and sizes. If you must have a table of a specific shape or size, please indicate your requirements below. \*\*\*\***

Special Requests/Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Detail the type of stand you will have.** Describe the products/ services you will be displaying, distributing or selling. This information will be posted on advertisements and in the fair guide. If you do not provide this information when submitting your application, it will not be printed.

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How many spaces needed: \_\_\_\_\_

(Outside vendors pay per 10' by 10' space. Inside vendors pay per 1 table and 2 chairs.)

Will you be selling food/drink items? Yes \_\_\_\_\_ No \_\_\_\_\_

Will you be handing out free food/drink items? Yes \_\_\_\_\_ No \_\_\_\_\_

**All Vendors:**

By signing this agreement you and/or your business shall save, keep harmless and defend the Muhlenberg Community Library and the "Muhlenberg Community Library's Health & Wellness Fair" and all its officers, employees, and volunteers against any and all liability claims, costs of whatever kind and nature, for injury or death of any person or persons and for loss and damage to any property occurring in connection with or in any way incident to or arising out of the occupancy, use, service, operation or performance of work in connection with this contract and acts or omissions of the Muhlenberg Community Library employees, agents, or representatives, or volunteers. I agree that the Muhlenberg Community Library may use my name, photograph and any likeness of me for purposes of promoting the "Muhlenberg Community Library's Health & Wellness Fair." I have read the preliminary rules and regulations and agree to abide by such.

I hereby Acknowledge and agree to the terms of this correspondence.

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Signature

Date

# 2019 Health & Wellness Fair

## Vendor Application

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**Please keep this page for your records.**

### Registration

- The event day is Saturday, May 4 from 10AM to 2PM. The event is rain or shine.
- You will receive more specific event information approximately two weeks before the festival.
- Fees are non-refundable, unless the event is canceled.

### Set Up and Tear Down

- Set up can occur on Saturday, May 4 from 7:00AM to 9:30AM.
- As soon as you have everything unloaded, please move your vehicle to the designated parking area.
- Absolutely NO vehicles are allowed in the Fair area between 10:00AM and 2PM. If you arrive after 9:30AM for set up, you cannot participate and forfeit all deposits paid. Please be ready for the public by 10AM. All participants must stay until 2PM
- Vendor's located in the Outside Spaces may set up a tent or canopy if desired. All canopies/tents must be secured with sand bags or other objects to prevent them from lifting up from the wind. If your space is in the grass, you may use pegs to secure your tent or canopy; however, please make sure they are clearly visible for safety.
- Please be courteous of your fellow vendors by setting up within the area designated for you.

### Trash Removal

- You are responsible for keeping your area free from trash.

### Other Guidelines

- We ask that all vendors like and share the Health & Wellness Facebook Event and Posts. Please mention on your company's Facebook page that you will be attending and post details about the event.
- All of your item prices must be posted.
- Please remember to bring all necessary supplies. Don't forget such items as tables, table coverings, signs, cash box, extra cash (small bills) and change, etc.

### Additional Guidelines for Food Vendors

#### **Safety**

- If at an outside space and bringing a generator; it must be placed behind your stand and out of harm's way of the attendees.
- If using electricity, be cautious of the number of items plugged into one outlet. If using electricity provided by the Muhlenberg Community Library, please convey accurate amps and volts needed to power your equipment and bring your own appropriate extension cords.
- Please do not put electric cords across the walk way or in the pedestrian walking area.