



## Product Vendor Application

On Saturday, May 30, 2020 the Steelton Cannabis Coalition will host the Steelton Cannabis Health Expo with Education, Advocacy, Live Music, Crafts and Food from 11am – 9pm on South Front Street. This event is expected to draw an estimated 2000 attendees.

### **Application Deadline: May 1, 2020**

Submit your completed application to Erica Pukatsch at [info@thecoexistfoundation.com](mailto:info@thecoexistfoundation.com). All applications must be submitted electronically.

### **Acceptance**

Applications will be accepted and approved on an ongoing basis. Once accepted, please complete the following steps by **Thursday, May 14th**.

\_\_\_\_\_ Email your certificate of insurance listing the Steelton Cannabis Coalition as additional insured to Erica Pukatsch at [info@thecoexistfoundation.com](mailto:info@thecoexistfoundation.com)

\_\_\_\_\_ Mail your payment to the address below. Checks should be made payable to the Steelton Community Development Foundation.

Steelton Community Development Foundation  
Attn: Anne Shambaugh  
123 N. Front Street  
Steelton, PA 17113

### **Event Schedule**

Set-up            9am – 10am

Sell Time        11am – 9pm

# Vendor Application Rules and Policies

1. Submitting your application does NOT guarantee you a space. A limited number of vendors will be accepted for this event. Applications will be reviewed and vendors will be selected on a number of criteria, including: proposed items, completeness of application, space requirements and appearance of the stand.
2. Vendors may submit applications for more than one vending space, providing that the two locations requested offer different items. Acceptance of two different applications does not guarantee the spaces will be adjacent to each other. Vendors should make sure they have the resources and staff to operate two vending locations before submitting.
3. Vendor permits are not transferable by sale or trade. If a vendor sells or transfers title of their business after being accepted, the letter of acceptance will be null and void.
4. Vendors may only sell the items listed on their application during the listed sell times. New items may not be added without approval after acceptance has been granted. Any vendor who does not post their pricing or who changes prices from those submitted with will be removed from the event with no reimbursement of vendor fees.
5. Payment must be submitted by the deadline. If payment is not received by this deadline you risk losing your space to another vendor. All cancellations must be submitted in writing 7 days prior to the scheduled start of the event. Regardless of cancellation, the vendor is still responsible for paying the vendor fees. No refunds will be made under any circumstances.
6. All vendors must set up during the listed time and follow all set up rules.
  - a. Information about parking and set up will be emailed one week prior to the event.
  - b. Vendors are responsible for providing all necessary items needed for their space. No tables, tents, lighting or chairs will be provided.
  - c. Access to electric and water WILL NOT BE AVAILABLE. Please plan accordingly.
7. This is a rain or shine event. In the event that severe weather or declared state of emergency results in the cancellation or limits festival hours of operation, no refunds will be issued for any reason.



# Product Vendor Application

Please enter all pertinent information in the spaces below.

Organization Name: \_\_\_\_\_

Primary Contact Person: \_\_\_\_\_

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

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

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Cell phone number of Authorized Official to be in attendance: \_\_\_\_\_

Facebook URL: \_\_\_\_\_ Website: \_\_\_\_\_

## Items & Prices

No political products of any kind may be sold or displayed at the festival. Please be specific with the products sold to ensure you are not placed next to a competitor.

Selling Product:  Yes  No

Items to be sold or on display: \_\_\_\_\_

General pricing: \_\_\_\_\_

### Vendor space requested:

\_\_\_\_\_ 10x10 (\$150)

\_\_\_\_\_ 10x20 (\$200)

Vendors will adhere to all rules and regulations of Festival listed within this application. The appearance and conduct of the vendor and their staff will be in keeping with the image and purpose of the Festival. If a vendor is in violation of any of the requirements of this permit or the festival rules and regulations, the Festival producer reserves the right to terminate this application at any time. By signing below, I agree to all vendor rules listed in this application. All forms must be submitted electronically!

Submitted By:

Date:

\_\_\_\_\_

\_\_\_\_\_

**Application Deadline: May 1, 2020**

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