



The Fleetville Volunteer Fire Company of Benton Township

Fleetville Fall Fair

Vendor Application Form

Saturday, September 10, 2022 • 10am - 6pm

Fleetville Volunteer Fire Company of Benton Township
58 Firehouse Lane, Fleetville, PA 18420
(570) 945-3139 • fleetvillefireco.com • admin@fleetvillefireco.com

Registration must be received & paid on or before August 26, 2022.

Please feel free to share with anyone you feel may want to participate!

Company Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Name: _____

Mobile Phone: _____ Landline: _____

Email: _____

Website: _____

Facebook: _____

Business Type:

- | | | | | | |
|--------------------------------------|--------------------------------------|-----------------------------------|----------------------------------|-------------------------------------|-----------------------------------|
| <input type="checkbox"/> Art | <input type="checkbox"/> Craft | <input type="checkbox"/> Clothing | <input type="checkbox"/> Upcycle | <input type="checkbox"/> Antique | <input type="checkbox"/> Pet |
| <input type="checkbox"/> Farm Market | <input type="checkbox"/> Direct Sale | <input type="checkbox"/> Flea | <input type="checkbox"/> Food | <input type="checkbox"/> Non Profit | <input type="checkbox"/> Beverage |

If direct sale, please indicate brand: _____

Note: If a direct sale company, we will only accept one per brand - first registered & paid is confirmed.

Description of items to be sold:

As part of the fundraiser, we are asking each retailer to donate an item to be used in our raffle at the event. Funds raised from the raffle will benefit The Fleetville Volunteer Fire Company of Benton Twp. Please provide us with a brief description below of your intended donation.

**THE EXHIBITOR REQUESTS THE FOLLOWING BOOTH SIZE
& AGREES TO PAY THE FOLLOWING BOOTH RENTAL FEES.**

NOTE: Electricity is available only indoors. Vendors must provide their own electrical cords & lights.

Tables & chairs are no longer available for rent.

INDOORS SOLD OUT

PAVILION SOLD OUT

Outside No Cover (appx. 10'x10') Space: # of Spaces _____ x \$25.00 = _____
Do you require electricity (INDOOR ONLY)? Yes / No If yes, add \$10.00 = _____
Food Truck / Beverage Vendor Flat Fee: \$250.00 = _____
Total / Subtotal = _____
If paying via PayPal - Transaction Fee: .49¢ = _____
If paying via PayPal - Service Fee: x 2.89% = _____
PAYPAL.ME/FLEETVILLEFIRECO TOTAL = _____

For the application to be accepted, the following must be provided on or before August 26, 2022:

- Completed Vendor Application Form & Payment
- Payment (see below)
- Food / Beverage Vendors: Proof of Business License & Certifications
- Non-Profits - 501 letter - No Rental Fees
- Email photographs, descriptions & web link of your products will be selected from your website or social media accounts. If not - please email to admin@fleetvillefireco.com .

Methods of Payment: Cash, Check, Money Order, or Paypal.

Paypal option - Transaction fees must be included.

- **Please make checks payable to:** *The Fleetville Volunteer Fire Company of Benton Township*
- **Paypal:** Simply visit our website at fleetvillefireco.com & click on donate or go to paypal.me/fleetvillefireco .
- **Mail to:** Fleetville Volunteer Fire Company, Attn: Fall Fair, PO Box 6, Fleetville, PA 18420
- **Email to:** admin@fleetvillefireco.com *Note: the application will not be accepted until fees are received.*

Note: Food vendors must obtain all permits and/or certifications necessary by the state of Pennsylvania & County of Lackawanna & adhere to all city, county, state, and/or federal health, safety, fire regulations & other applicable regulations governing the sale of foods/beverages at events, including the Pennsylvania Department of Agriculture's Food Employee certification. Adult beverage vendors must provide proof of Liquor License.

By completing a Fleetville VFC Fall Fair application, you are certifying that you have read the Terms & Conditions, & will adhere to all rules & policies herein.

Printed Name: _____ Signature: _____

Your registration will be confirmed by email. Please contact us if you have not received a notification.
For more information, please email Michelle Ross admin@fleetvillefireco.com .

Like us on Facebook at <https://www.facebook.com/FleetvilleFire/> .

Mark yourself as going in the Facebook Event to receive updates: <https://fb.me/e/2gyQt7mbj>

The Fleetville Volunteer Fire Company of Benton Twp.

Fleetville Fall Fair Terms & Conditions

1. Setup/ Breakdown: All Exhibitors must be set up & ready to sell by 9:30 am the day of the event. Exhibitors may begin setting up at 7:00 am the day of the event. Option to set up Friday will be available and scheduled. Invitation will be sent close to the event date. Break down will start no sooner than 6:15 pm on Saturday & must be completed by 8:30 PM. No vendor is to close before the official closing time. Sellers are responsible for their selling spaces. *Before leaving, be sure your area is clean & trash-free.

2. Staffing: Exhibitor tables/ booths must be manned at all times & intact until the event closes at 5 pm. The Fleetville Volunteer Fire Company of Benton Twp. is not responsible for merchandise or display materials left unattended.

3. Exhibitor Items: The Fleetville Volunteer Fire Company of Benton Twp. reserves the right to have items removed that are considered not appropriate for all ages.

4. Exhibitor Responsibility: The exhibitor will be fully responsible for any loss or damage to his or her property by theft, fire, or casualty. The Fleetville Volunteer Fire Company of Benton Twp. expressly disclaims any responsibility for the same. Exhibitors shall be responsible for any damage which may be incurred to the facilities as a result of or in connection with its operation. Each exhibitor is responsible for the conduct of their employees and/or representatives & activities must not detract from the image or welfare of the event.

5. Exhibitor Spaces: Exhibitor spaces will be assigned. Placement, flow & competition will be taken into consideration to provide the best experience for event attendees. If you have special space needs, please include your request with your application & we will make every effort to accommodate you. Spaces are reserved on a first-come-first-served basis. Vendors must ensure that none of their display equipment extends beyond the space they have booked; this includes any rails, stands, or additional equipment.

6. One Business per table: Only one (1) business per table; space may not be sublet or shared without prior approval of an authorized staff member of the Fleetville Volunteer Fire Company of Benton Twp.

7. Acceptance: The Fleetville Volunteer Fire Company of Benton Twp. reserves the right to decline any application for space if it deems such action to be in the best interest of the event.

8. Payment: The full payment is a non-refundable registration fee for the selected space & is due with the submission of this agreement. This fee will be used to cover advertising & other incidental costs associated with the production of this event. Payment can be made by cash, check, or money order. A Paypal option is available but must include their service fee of .49¢ + 2.89% of the total rental fee. Simply visit our website at fleetvillefireco.com & click on donate or go to paypal.me/fleetvillefireco . **Please make checks payable to: The Fleetville Volunteer Fire Company of Benton Township. Mail to:** Fleetville Volunteer Fire Company, Attn: Fall Fair, PO Box 6, Fleetville, PA 18420. **Email to:** admin@fleetvillefireco.com *Note: the application will not be active until fees are received.*

9. Electricity: Electricity is only available in the indoor spaces in the Dining Hall & Engine Bay.

- Outlets are NOT guaranteed.
- Extension cords are not included & must be provided by the Exhibitor. Please consider that an outlet may not be near your booth space.

10. Music: Entertainment is planned & will hopefully be heard throughout the space where possible.

11. Tables & Chairs: Each Exhibitor must furnish their own chairs, tables, stands, tent, or canopy.

12. Outdoor exhibitors: For outdoor exhibitors, it is advised to bring along shims, or blocks of wood to level out the tables, most of the area is flat, but the grounds may be unlevel. All tents & canopies must be secured to the ground using weights/sandbags in case of windy conditions.

13. Cancellation of space: Application fees are not refundable. The Fleetville Volunteer Fire Company of Benton Twp. is not liable if weather or other conditions prevent the Exhibitor from attending & fulfilling the contractual obligation as an Exhibitor. No refunds will be made for weather, accident, health, or other causes for non-participation.

14. Indemnification: Exhibitor agrees to indemnify & hold harmless The Fleetville Volunteer Fire Company of Benton Twp. from & against any loss, expense, claims, damages, causes of action, injuries, suits or damages, suits to person or property, including attorney's fees, arising out of or related to the operation of the Exhibitors at the Fleetville Volunteer Fire Company of Benton Twp. Fleetville Fall Fair.

15. Pet Friendly: Well-mannered pets on leashes are welcome.

16. Applications: Application must be received & paid in full on or before August 26, 2022. Space is not guaranteed without full payment and registration forms. Spaces are assigned on a first come first served basis.

17. Covid-19. The Fleetville Volunteer Fire Company of Benton Twp. will strictly enforce & adhere to the mandates & recommendations of the State of Pennsylvania, The Federal Government & the CDC in regards to social distancing, masking requirements, gathering limitations & sanitation as required on the date of the event. Exhibitors are expected to follow these same guidelines which will be communicated to Exhibitors with the final confirmation & booth placement documentation closer to the event date.