



The Fleetville Volunteer Fire Company of Benton Township

5th Annual Fleetville Fall Fair

Vendor Application Form

Saturday, September 7, 2024 • 10 am - 6 pm

Fleetville Volunteer Fire Company of Benton Township

58 Firehouse Lane, Fleetville, PA 18420

(570) 945-3139 • fleetvillefireco.com • FallFair@fleetvillefireco.com

**Registration is open to all on February 18, 2024, and will close on August 1, 2024.
Payment MUST be received with registration. We cannot reserve spaces.**

Name: _____

Company Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Mobile Phone: _____ Landline: _____

Email: _____

Website link: _____

Facebook link: _____

Business Type:

- | | | | | | |
|--------------------------------------|-----------------------------------|-------------------------------------|--------------------------------------|---------------------------------|--|
| <input type="checkbox"/> Activity | <input type="checkbox"/> Antique | <input type="checkbox"/> Art | <input type="checkbox"/> Attraction | <input type="checkbox"/> Author | <input type="checkbox"/> Auto |
| <input type="checkbox"/> Beverage | <input type="checkbox"/> Clothing | <input type="checkbox"/> Craft | <input type="checkbox"/> Direct Sale | <input type="checkbox"/> Edible | <input type="checkbox"/> Entertainment |
| <input type="checkbox"/> Farm Market | <input type="checkbox"/> Flea | <input type="checkbox"/> Food Truck | <input type="checkbox"/> Jewelry | <input type="checkbox"/> Music | <input type="checkbox"/> Non-Profit |
| <input type="checkbox"/> Organic | <input type="checkbox"/> Holistic | <input type="checkbox"/> Pet | <input type="checkbox"/> Service | <input type="checkbox"/> Toys | <input type="checkbox"/> Upcycle |

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:

We ask each retailer to donate an item for our event raffle to keep the vendor spaces reasonable. Funds from the raffle will benefit The Fleetville Volunteer Fire Company of Benton Twp. Please provide us with a brief description of your intended donation—the recommended donation value is approximately \$25.00. Please have your item(s) tagged and ready at check-in.

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

NOTE: Electricity is available only indoors. Vendors must provide your electrical cords & lights.
Tables & chairs are not available; you must supply your own.



Outside No Cover (10'x10') Space:	# of Spaces	_____	x	\$25.00	=	_____
Electricity (Indoors and Pavillions)				Add \$10.00	=	_____
Food Truck Vendor (<i>Space Included</i>)				Flat Fee \$350.00	=	_____
Adult Beverage Vendor (<i>Space Included</i>)				Flat Fee \$125.00	=	_____
If Paying by Check or Money Order Total / Subtotal =						_____

If paying via PayPal

Add Service Fee:	Multiply Subtotal x 2%	=	_____
Add Transaction Fee:	Add Transaction Fee of .49¢	=	_____
PAYPAL.ME/FLEETVILLEFIRECO	TOTAL =		_____

For the application to be accepted, the following must be provided on or before August 1, 2024:

- Completed Vendor Application Form & Payment
- Payment (see below)
- Food / Beverage Vendors: Certificate of Insurance Proof of Business License
 ServSafe Certificate Liquor License

*The certificate of insurance must list The Fleetville Volunteer Fire Company of Benton Township as also covered.
Include the physical address and phone: 58 Firehouse Lane, Fleetville, PA 18420 • 507-945-3139*

- Non-Profits - 501 letter - No Rental Fees
- Images for promotion will be taken from social media links/websites. If links are not provided, please email photographs of your products with your registration to FallFair@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:** FallFair@fleetvillefireco.com *Note: Application will not be recorded without payment.*

By completing the Fleetville 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 are still waiting to receive a notification after a reasonable time from submission.

For more information, please email Michelle Ross FallFair@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/3esg7912f>

Fleetville Fall Fair 2024 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 6:30 am the day of the event. **The option to set up on Friday will be available. We will start registering vendors for set-up at 3 pm, at the earliest.** Early setup is at your own risk. Please understand that the Friday setup is meant to reduce the number of cars trying to navigate the vendor area on Saturday. All booth items may be left at your site on Friday for quick setup on Saturday. We recommend placing all your items under your weighted and tied-down tent. You must arrive together to be placed next to another vendor. Pavilion and indoor vendors are explicitly assigned. Friday night vendors cannot drive into the vendor area on Saturday. FVFC is not responsible for items left overnight. Break down will start by 6:15 pm on Saturday & must be completed by 8:00 PM. Vendors cannot close before the official closing time without permission. 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 6 pm. The Fleetville Volunteer Fire Company of Benton Twp. is not responsible for unattended merchandise or display materials.

3. Exhibitor Items: The Fleetville Volunteer Fire Company of Benton Twp. reserves the right to have items removed that are considered inappropriate 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, weather, or casualty. The Fleetville Volunteer Fire Company of Benton Twp. expressly disclaims any responsibility for the same. Exhibitors shall be responsible for any damage incurred to the facilities due to or in connection with its operation. Each exhibitor is responsible for the conduct of their employees/representatives & activities must not detract from the event's image or welfare.

5. Exhibitor Spaces: Indoor and pavilion exhibitor spaces will be assigned. Placement, flow & competition will be considered to provide the best experience for event attendees. Outdoor spaces are assigned upon arrival and are first come, first served, beginning with the main field behind the pavilion. If you have special space needs, please include your request with your application & we will make every effort to accommodate you. Vendors must ensure that their display equipment is within 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 can only be sublet or shared with 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 if it deems such action to be in the best interest of the event.

8. Payment: 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 a 2% service fee plus a transaction fee of .49¢ added to the rental total: 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: FallFair@fleetvillefireco.com *Note: the application will only be active once fees are received.*

9. Electricity: Electricity is **only available in the pavilion & indoor spaces.**

- Outlets are NOT guaranteed. Extension cords are not included & must be provided by the Exhibitor. Please consider that an outlet may be far from your booth space.
- High-amperage items such as freezers and heaters will not be permitted. Generators are acceptable.

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

11. Booth furniture: Each exhibitor must furnish their chairs, tables, stands, tent/canopy, and weights.

12. Outdoor exhibitors: For outdoor exhibitors, it is advised to bring shims or wood blocks to level 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 to prepare for windy or rainy conditions. Tent sides are encouraged.

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. No refunds will be made for weather, accident, health, or other causes of 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 exhibitor at the Fleetville Volunteer Fire Company of Benton Twp.'s Fleetville Fall Fair.

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

16. Applications: The application must be received & paid in full on or before August 1, 2024. Space is only guaranteed with full payment and registration forms. Spaces are assigned on a first-come, first-served basis.

17. Pandemics. 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 regarding social distancing, masking requirements, gathering limitations & sanitation as required on the event date. Exhibitors are expected to follow these same guidelines, which will be communicated to exhibitors with the final confirmation & booth placement documentation.