



The Fleetville Volunteer Fire Company of Benton Township

# 6th Annual *Fleetville Fall Fair*

## Vendor Registration Form

### Saturday, September 6, 2025 • 10am - 6pm

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

**Registration is open to all on February 3, 2025, and will close on August 1, 2025.  
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:

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*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.*

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**NEW: Register online! <https://tinyurl.com/FleetvilleFallFairZeffy>**

**PayPal will not be accepted. Their forced fees cause confusion and underpayment.**

**Zeffy will allow you to choose to contribute to the platform but it is not forced.**

**It will also close reservations for any space category that is sold out.**

**You can still register by check and mail, but please understand space registration is first paid.**

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

**NOTE:** Electricity is available only in the pavilion and indoors. Vendors must provide extension cords.  
Tables & chairs are not available; you must supply your own.

**Pavilion and Indoors Sold Out**

Outside No Cover (10'x10') Space:	# of Spaces	_____	x	\$25.00	=	_____
Electricity <b>(Indoors and Pavilion ONLY)</b>	# of Spaces	_____	x	\$10.00	=	_____
Adult Beverage Vendor (Space Included)				Flat Fee \$125.00	=	_____
Food Truck Vendor (Space Included)				Flat Fee \$350.00	=	_____
				<b>Total</b>	=	_____

**For the registration to be confirmed, the following must be provided:**

- Completed Registration and Payment via Zeffy or Mail
- Food / Beverage Vendors:  Certificate of Insurance  Proof of Business License  
 ServSafe Certificate  Liquor License if applicable

*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: Proof of Non-Profit designation - No Rental Fees for Outdoor Spaces
- 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](mailto:FallFair@fleetvillefireco.com).

**Methods of Payment:** Cash, Check, Money Order, or Zeffy.

- **Zeffy:** Simply visit <https://tinyurl.com/FleetvilleFallFairZeffy> and complete the form/payment.
  - **Please email a signed registration to:** [FallFair@fleetvillefireco.com](mailto:FallFair@fleetvillefireco.com).  
*Support fees are suggested but not enforced.*
- **Check or Money Order:** 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
- **Note:** Registrations will not be reserved without payment.

By completing the Fleetville Fall Fair registration, 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](mailto:FallFair@fleetvillefireco.com).

**Feel free to post your participation and mark yourself as going in the Facebook Event to receive updates and keep the event top of mind: <https://www.facebook.com/share/14T1AaiHbd/>**

# Fleetville Fall Fair 2025 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. If you wish to be placed next to another vendor, you must arrive at registration together. Pavilion and indoor vendors are specifically assigned. Friday night vendors cannot drive into the vendor area on Saturday. FVFC is not responsible for items left overnight. Break down will start at 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, and 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 ask items be 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 reservation & we will make every effort to accommodate you. There are no implied guarantees for special requests. 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 reservation if it deems such action to be in the best interest of the event.

**8. Payment:** Payment is **non-refundable** and 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 Zeffy option is available at <https://tinyurl.com/FleetvilleFallFairZeffy>. While a service/transaction fee is not mandatory, the reservation offers a suggested amount to support the service. It is at your full discretion to include or change the service amount. **Please make check or money order 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.**

**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 outdoors.

**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: Reservation 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. Registration:** Registrations must be received & paid in full on or before August 1, 2025. 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.