



**Philly Fall Fest, LLC**  
**PO Box 98291, Raleigh, NC 27624**

Dear Vendor,

We are excited about **THE PHILLY FALL FEST DANCE COMPETITION!!** Our Dance Festival is the rebranded Halloween in Harrisburg and we are ready to take on the world! Our vendors are an important part of our event, displaying quality merchandise for our participants. We are offering you a valuable opportunity to market your products to this prime sector of the buying public.

This year we will be at the Valley Forge Casino Resort which is located at 1160 First Avenue, King of Prussia, PA 19406. **The Festival will be held October 24-27th, 2019.** We will one large convention space split into 3 dance spaces with the vendors having a prime location in the main ballroom. All customers will have to walk past you to get to the dance floor and their seats. **Our space is limited, so the first vendors sending in their paid contracts will be the first ones accepted.**

**The fees for three (3) days and two (2) nights of exposure to this lucrative market are:**

**\$300.00 for a single space**

**\$500.00 for a double space**

All singles will be APPROXIMATELY 100-sq. feet and include one draped table.

Included with your vendor fee will be:

- ++Festival admission for 2 for the weekend
- ++Free ad in the scrolling video ads at registration.
- ++Free mentions by the event emcees all weekend.

**Ad must be "print ready" and received by September 30<sup>th</sup>, 2019 to be included in the scrolling ads. \***

\*Please send it to [info@phillyfallfest.com](mailto:info@phillyfallfest.com)

Each vendor is required to:

- ++Market products appropriate to country western, ballroom, latin or swing dancing and music.
- ++Adhere to all rules of the Philly Fall Fest, LLC and the Valley Forge Casino Resort.

**Please submit the enclosed/signed application no later than Monday, September 30<sup>th</sup>, 2019.** Please make your checks payable to Philly Fall Fest, LLC and mail them to: Philly Fall Fest, LLC PO Box 98291, Raleigh NC 27624. Or send PayPal payments to [fallfestphilly@gmail.com](mailto:fallfestphilly@gmail.com). Please add 3.5% service fee to PayPal payments. (\$10.50 for single, \$17.50 for double spaces)

**WE RESERVE THE RIGHT TO REFUSE ANY CHECKS AND/OR APPLICATIONS ONCE OUR LIMIT HAS BEEN REACHED.** All other applications and checks will be returned. Please return the application fee as soon as possible. You will receive an email confirmation. We look forward to seeing you in October.

Dancingly Yours,

Shari Huggett-Milton  
Event Director, Philly Fall Fest

**ABSOLUTELY NO ONE WILL BE ALLOWED TO BEGIN SETTING UP THEIR SPACE BEFORE 4:00 PM ON THURSDAY, OCTOBER 24th. THIS IS A MUST TO ALLOW OTHER EVENTS TO BE COMPLETED.**



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## 2019 Philly Fall Fest, LLC VENDOR APPLICATION

COMPANY NAME \_\_\_\_\_

OWNER/OPERATOR \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

PHONE (HOME) \_\_\_\_\_ (WORK) \_\_\_\_\_

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TYPE OF PRODUCTS \_\_\_\_\_

*My fee is enclosed, and I understand that applications are accepted on a first come basis. I understand that if all spaces are filled, my check will be returned to me immediately. NO PREPAYMENT FOR BOOTH SPACE WILL BE ACCEPTED*

\_\_\_\_\_ \$300.00 check is enclosed for a single space (10'x 10' space with 1 table)

\_\_\_\_\_ \$500.00 check is enclosed for a double space. (10'x 20' space with 2 tables)

\_\_\_\_\_ Have you been a vendor at any other events?

If yes, please list event name and event director's name \_\_\_\_\_

Have you sent your ad so that we may include it in our program ads? **(Due September 30, 2019)**

\_\_\_\_\_ Email ad to [info@phillyfallfest.com](mailto:info@phillyfallfest.com)

"THE EXHIBITOR INDEMNIFIES AND AGREES TO HOLD HARMLESS VALLEY FORGE CASINO RESORT, ITS OFFICERS, DIRECTORS, EMPLOYEES AND AGENTS FROM AND AGAINST ANY ACTIONS, LOSSES, COSTS, DAMAGES, CLAIMS AND EXPENSES (INCLUDING ATTORNEY'S FEES) ARISING FROM ANY DAMAGE TO PROPERTY OR BODILY INJURY TO EXHIBITOR, HIS AGENTS, REPRESENTATIVES OR EMPLOYEES BY REASON OF THE EXHIBITOR'S OCCUPANCY OR USE OF THE EXHIBITION FACILITIES" \_\_\_\_\_ Initial

I have read the enclosed shipping/receiving requirements \_\_\_\_\_ Initial

I agree to abide by the rules of the Philly Fall Fest, LLC regarding conduct and agree to be video taped or photographed whenever deemed necessary. I further agree to allow the recording/photographs made of me and my products to be used in conjunction with PFF, LLC and UCWDC dance advertisement. I understand that the use of these recordings will project me and my products in a positive light to the public.

\_\_\_\_\_  
Owner/Operator

\_\_\_\_\_  
Date

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## **2019 Philly Fall Fest VENDOR APPLICATION**

**PLEASE DRAW AN ESTIMATED SKETCH OF THE VENDOR LAYOUT YOU WILL BE USING THIS YEAR:**

**HOW MANY TABLES WILL YOU NEED? \_\_\_\_\_ (each additional \$20)**

**WILL YOU NEED AN ELECTRICAL OUTLET? \_\_\_\_\_ (additional \$20)**

**Need Additional space, a double not big enough? Contact us for additional space and prices.**

**PLEASE RETURN THIS INFORMATION ALONG WITH YOUR VENDOR INFORMATION FORM.**

**THANKS!!**



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## **SHIPPING AND RECEIVING**

When sending packages for your event, the following information must be on the package:

1. Name of Sender, Company of Sender, Address and Phone Number of Sender
1. Group Arrival Date, Group Contact, Group Name
2. Total Number of Boxes (1 of 2, and so forth)
3. Hotel Sales or Conference Services Representative
4. Marked 'Hold for Arrival'

The Street/Shipping address for the Hotel is 1160 First Avenue, King of Prussia, PA 19406. **Event Center Events should *not* ship directly to the Hotel.** Amber Trimble, our hotel representative can provide you with the information for Event Center shipping. She can be reached at [Amber.Trimble@vfcasino.com](mailto:Amber.Trimble@vfcasino.com) or (610)-354-8162.

The Hotel **will not** accept any packages earlier than three (3) days prior to the program. Any packages left at the Hotel for longer than three (3) days after the program will be discarded. Storage fees may apply and prices for handling boxes depend on the weight of the package. Packages received more than 72 hours prior to the event will incur a charge of \$25 per day, plus \$47 per one hundred (100) pounds.

If packages need to be shipped back to your organization, a Shipping Form must be completed & shipping arrangements made prior to departure. Please advise in advance if this procedure is needed. Special arrangements must be made in advance with your sales representative or conference services manager.

Our staff will not be responsible for packages delivered to the Hotel that do not meet the above requirements. Our staff will not be responsible for loading and/or unloading of packages. All packages must be pre-arranged for inside delivery. Please consult with your sales representative with any questions to ensure prompt processing of your items.