



INDOOR SPACE VENDOR RESERVATION FORM

Union County West End Fair Association - Laurelton, Pennsylvania

PAYMENT DEADLINE: May 15

(If payment is not received, vendors will not be permitted to occupy their booths)

A full refund if cancelled by June 1.

Please make all checks payable to: UNION COUNTY WEST END FAIR.

Please return Reservation Request with payment by May 15 to the following:

Dennis Boop, Chair, 1555 Swengel Road, Mifflinburg, PA 17844; PH: 570-966-1610
Idella Zimmerman, Co-Chair; PH: 570-966-1340

A limited number of passes per vendor and a car pass can be picked up at the Fair Office on Sunday or Monday.

Please place a check mark in the appropriate spaces and complete the number of units.

BOARDWALK I RESERVATIONS

10x10 unit with a garage door opening and permanent lighting. Use your own pad lock to lock the unit during the week of the fair.

Weekly Rate: Single - \$100.00
 Double - \$200.00
 Triple - \$250.00

(Single, Double, or Triple) Boardwalk I units _____ . Total BW-I \$ _____

BOARDWALK II RESERVATIONS

12x24 unit with a garage door opening and permanent lighting. Pick up keys at the office for this unit.

Weekly Rate: \$140.00

Number of Boardwalk II units _____ . Total BW-II \$ _____

COMMERCIAL BUILDING RESERVATIONS

10x10 space in building with 2 large garage doors at both ends, includes permanent lighting. Come to the office to open up entire building. Weekly Rate: \$60.00 + \$5.00 electric surcharge = \$65.00

Number of Commercial Building units _____ . Total C-Bldg \$ _____

Name (Please print): _____ **Company/Org** _____

Address: _____ **City** _____ **State** _____

Zip Code _____

Telephone #: _____ **Mobile/Cell #** _____ **Email Address:** _____

Link To My Web Site _____ **Name of Insurance Company** _____

Reserve same space as last year. **Do Not** reserve space this year. **Sales Tax #:** _____

Please specify all items or goods to be sold: _____

Do you need Internet access the week of the fair if we provide wireless access? Yes No

I will open for SPECIAL EVENTS: Wednesday at 3:00 PM. Yes No Saturday at 10:00 AM Yes No

I am interested in purchasing an ad space during fair week: Yes No

I am interested in becoming a sponsor or in sponsoring an event: Yes No

By signing this form, I agree to abide by the Fair Association's Concession-Vendor Rules, Regulations, and

I will provide a Certificate of Liability Insurance.

Signature: _____

Date: _____

Fair Usage: Date Received	____ / ____ / ____	Unit/Space	_____	Amount Received \$	_____
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CONCESSION-VENDOR RULES AND REGULATIONS

Union County West End Fair Association - Laurelton, Pennsylvania

Web: www.unioncountwestendfair.com

Email: concessions@unioncountwestendfair.com

Dennis Boop, Chair, 1555 Swengel Road, Mifflinburg, PA 17844; PH: 570-966-1610
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GENERAL RULES

1. It is recommended that booths open for business by 4 PM during the week and 11:00 AM on Saturday. Booths must be open for business between 5:00 and 6:00 PM at the latest.
2. Vendors are encouraged to keep booths open until end of the last event or stage show. All Vendors must have vehicles removed from the midway areas by 4pm daily with the exceptions of Wednesday by 1pm and Saturday by 9am. No vehicles will be allowed on any midway areas until after 10pm nightly. This is to ensure the safety of our patrons.
3. **ALL VENDORS MUST** carry liability insurance and provide a certificate of liability as proof of insurance dated during fair week, naming Union County West End Fair as Certificate Holder in lower left hand corner. **NO EXCEPTIONS** (Physical address is: 1111 State Rt. 235 Laurelton, PA 17835) If your insurance company is mailing us a copy, please mail to my home address of 604 Cold Run Rd. Millmont, PA 17845. Proof of insurance **MUST** be received prior to fair week or you will not be allowed to occupy your space. There will be **NO REFUNDS** if insurance is not provided.
4. **FOOD VENDORS MUST** carry product liability insurance and provide proof of insurance coverage during fair week.
5. **SALES TAX NUMBERS** are required and must be displayed where applicable or vendors will not be permitted to occupy their space. **PLEASE DISPLAY YOUR SALES TAX LICENSE AT THE FAIR.**
6. PAYMENT IS REQUIRED prior to occupying space.
7. SUBLETTING OR SHARING OF SPACES must be pre-approved by the Concessions Chairman.
8. SALE OF PRODUCTS: Sale of popcorn, caramel corn, chocolate covered bananas, cotton candy, snow cones and candy apples is limited to Carnival midway. Vendors must limit the sale of products to those listed in their contract, unless approved by the Concessions Chair or Co-Chair.
9. SALES ON FAIRGROUNDS: No food or drinks may be sold at the show arena, tractor pull area or any other place on the fairgrounds unless approved by Concessions Chair or Co-Chair.
10. ALL DISPLAYS AND MERCHANDISE must be kept within the rented space;
11. TAILGATE DISPLAYS may use one table immediately in front of vehicle provided table length is no longer than width of vehicle.
12. LIVING TRAILERS must have owner identification on the vehicle and must confirm space prior to hook up. You may pick up your trailer ID card and confirm your space at the Fair Office.
13. NO PETS are allowed on the fairgrounds at any time.
14. NO DISORDERLY CONDUCT, GAMBLING OR USE OF DRUGS OR ALCOHOL IS PERMITTED.
15. THE ABUSE OF ANY PRIVILEGE granted, sale of dishonest goods, impure or unwholesome food, ill kept appearance of space rented or any other objectionable practice will result in forfeiting all privileges without recourse.

RULES OF GOOD MANNERS

1. Boardwalks and the midway should be kept clear of chairs and other items to allow easy flow of visitor traffic, especially wheelchairs and other handicapped visitors.
2. The use of sounds systems is strictly prohibited. Radios and TVs may be used if volumes are within reasonable limits.
3. All vendors must be closed during Vesper Services on Sunday evening.

AVAILABLE AMMENITIES

1. Electric service will be available at 1:00 PM on Sunday.
2. Vendors must furnish safety switch and enough cord to hook up to existing lines.
3. Vendors must not cut into any electric line without the consent of fair electrician.
4. Water hoses must be disconnected. No permanent hose connections are permitted.
5. Trash and garbage must be in closed plastic bags and ready for 8:00 AM pickup each morning.
6. The dumpsters are available to vendors at all times and can be freely used for disposables.
7. Sanitary dumping station must be used; no holes for disposal of waste may be used.