​**2021 Charlestown Day Vendor Application**

Charlestown Township Parks and Recreation announces that Charlestown Day 2021 will be held Saturday September 25, 2021 at Charlestown Park. The vision for the day is to encourage our community to join together for a day of wellness, community spirit and to enjoy the beauty of our township and neighbors.

Charlestown Day 2021 activities will be held from 9:00am to 3:00pm, rain or shine, at Charlestown Township Park 100 Academic Way Phoenixville, PA. The community will enjoy many vendors displaying their goods, local non­profit organizations, music, food, Kid Zone activities and much more!

Vendors will be under the park’s pavilions. They are all covered with a roof, with limited spaces available so please sign up promptly to assure a space.

**Charlestown Day 2021 activities will benefit local non­profit organizations.**

**Vendor Options:**

* **Non-profit vendors – no charge**
* **Regular vendors - $20 for 10 x 10 space**
* **Food Truck vendor – no charge**
* **Music groups – no charge**

**Please complete the form below and read and sign the Terms and Conditions that follow.**

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| **Vendor type:** | (circle one)  **Regular / Non profit / Music / Food**​ |
| **Company:** |  |
| **Contact:** |  |
| **Address:** |  |
| **Phone:** |  |
| **Email:** |  |

**TERMS AND CONDITIONS**

This is a rain or shine event. No vendor fees will be refunded due to weather. The Charlestown Day 2021 Committee (CD) reserves the right to remove any vendor who does not comply with any of the following:

**Vendor Approval Process:**

* CD will accept applications March 1, 2021 through September 10, 2021.
* By September 20, 2021 vendors will be notified by email as to their assigned location at the park.

**Payments:**

* All payments must be received with the application.
* If a vendor has paid but does not participate on date reserved, those fees will be forfeited.
* Payments can be made by cash, check, or paypal. Please make checks payable to

Charlestown Township and mail to:

Charlestown Day 2021

P.O. Box 507

Devault, PA 19432.

For Paypal, use email address [focharlestown@gmail.com](mailto:focharlestown@gmail.com) ; that is the 501c3 non-profit Friends of Charlestown who help organize the event.

**Space Assignment:**

* Vendor spaces are 10’x10’.
* Pavilions are covered, and spaces include picnic tables with benches.
* Heat generating appliances require at least a 10­foot clearance around the booth.

Electricity (110 V) is very limited and usage may be available upon approval by CD. You must bring your own extension cords. All extension cords must be commercial grade. (There will be a $5 charge for electric usage per outlet)

**Electrical Needs:** Number of outlets \_\_\_\_\_ Voltage \_\_\_\_\_\_ Watts \_\_\_\_\_ Amps \_\_\_\_\_​

**Food and Beverage Sales/Health Permits:**

* Alcoholic beverage sales are strictly prohibited.
* Food must be prepared and sold in compliance with the Chester County Health Department. Any unresolved infractions will result in immediate closure of vendor booth.
* All food vendors must have a Chester County Health Permit.
* Chester County Health Department permits must be displayed at all food booths at all times.

**Clean­up:**

* All trash **must be bagged** and deposited in the trash cans provide
* Vendors are responsible for the condition of their areas during and after the event.
* Coals need to be extinguished and disposed of responsibly.
* Grease from BBQ’s or any other liquids from cooking must be cleaned up before leaving.
* A minimum $50.00 fine will apply for any clean up necessary after the vendor has vacated the area.

By signing below Vendor agrees to hold harmless, the Charlestown Day Committee, Charlestown Township and their staff and volunteers, for losses of any kind, whether by fire, theft, physical violence, elements of nature, or any other cause. An email will be sent prior to event explaining the process for the day including entering the park, unloading and parking.

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**Signature Date**