

# OBPA 2018 Vendor Registration Form

All events take place on the Town Square at 100 Market St. Orwigsburg, PA 17961

## Vendor Fees

*For a 10x10 space*

*Return at least 3 weeks prior to the event date by mail*

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## **OBPA Members**

All 2018 Events including Heritage Day:

Artisans/Crafters / Farmers/ Prepared Food Vendors: \$10 per event

Non-Profit Organizations: \$5 per event

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## **Non-OBPA-Members**

All Events except Heritage Day:

Artisans/Crafters/Farmers/ Prepared Food Vendors: \$20 per event

Non-Profit Organizations: \$10 per event

## **Non Member Heritage Day Vendor Fees:**

Artisans/Crafters /Farmers: \$40

Prepared Food Vendors: \$50

Non-Profit Organizations: \$10

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\$ \_\_\_\_\_ Yappy Hour Amount Due

\$ \_\_\_\_\_ Family Funfest Amount Due

\$ \_\_\_\_\_ Farm to Square Amount Due

\$ \_\_\_\_\_ Heritage Day Celebration Amount Due

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\$ \_\_\_\_\_ Total Vendor Fees Due

**Make Check Payable To: OBPA**

*Return at least 3 weeks prior to the event date by mail*

## **Vendor Contract Guidelines:**

- Please attach a copy of food safety certificate if selling prepared food.
- Please attach a copy of liquor license if selling/serving alcohol.
- All food vendors must follow FDA food handling requirements.
- Please be set up and ready to open for the event start. All equipment must fit in designated space.
- All canopies must be secured with sand bags or another object to prevent them from lifting up from the wind; however you can't put holes into the macadam or sidewalks.
- All exposed power cords must be secured to prevent a tripping hazard.
- There will be no refunds given for any reason.
- You are responsible to clean up your vending area at the end of the event. Trash receptacles will be available for you to dispose your refuse.
- We expect all participants to stay until the event end time. You will not be able to take down your stand until the event ends.
- All generators must be quiet running models. They must be placed behind your stand and out of harm's way.

**\* Special note: Electrical outlet usage is not available.**

# OBPA 2018 Vendor Registration Form

*Please return this page*

Business Name & Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

What will your business be doing as a vendor? \_\_\_\_\_

\_\_\_\_\_

Are you an OBPA Member? (Please circle): Yes / No / No, but I would like info

## **All events take place on the Town Square at 100 Market St. Orwigsburg, PA 17961**

(Check which events you wish to register for)

**Make Check Payable To: OBPA**

\$ \_\_\_\_\_ Yappy Hour- Thursday, May 10<sup>th</sup> -5:30-9pm

\$ \_\_\_\_\_ Family Funfest- Thursday, June 14<sup>th</sup> -5:30-9pm

\$ \_\_\_\_\_ Farm to Square- where wine, farmers and artists meet – Thursday, August 9<sup>th</sup> -5:30-9pm

\$ \_\_\_\_\_ Heritage Day Celebration- Saturday, September 8<sup>th</sup> - 9am-3pm

\$ \_\_\_\_\_ Total Vendor Fees Due

The undersigned agrees to hold the Borough of Orwigsburg and the Orwigsburg Business and Professional Association harmless from any liability for any personal injuries or property damages resulting from their participation in the aforementioned event being held by the Orwigsburg Business and Professional Association.

By signing below, I hereby acknowledge and agree that I have read the aforementioned information and guidelines and agree to abide by all terms of this correspondence.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name and Title

*Return at least 3 weeks prior to the event date by mail to:* OBPA Events  
209 N. Warren St  
Orwigsburg, Pa 17961

Any Questions regarding vendor space or availability can be sent to

**Contact:** [orwigsburgbusinesspa@gmail.com](mailto:orwigsburgbusinesspa@gmail.com)

**Subject Line:** Vendor Information

**Checklist for return:** payment, signed registration form, copy of current Food Safety Certificate (if selling prepared food), copy of liquor license (if serving/selling alcohol).