



Incorporated 1929

# 2017 FAIR September 14-16

## Indoor Vendor Fair, Saturday, September 16 Only

Name of Organization/Business \_\_\_\_\_

Name of Owner/Representative \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zipcode \_\_\_\_\_

Telephone: Daytime \_\_\_\_\_ Evening \_\_\_\_\_ Cell \_\_\_\_\_

Email address \_\_\_\_\_

Items/services to be sold \_\_\_\_\_

*Attach separate sheet for additional items/services.*

Electricity required  Yes  No (Limited electrical outlets are available with limited amperage)

Licenses held (PA sales tax, Erie Co. Food Service, etc.) \_\_\_\_\_

*Please attach copies of any/all licenses.*

Insurance coverage (circle one):      Homeowners      Business      Nonprofit

Insurance company name: \_\_\_\_\_

*Please attach a copy of insurance certificate, if possible.*

*I hereby agree to abide by the regulations of the North East Community Fair (see page 2) and the North East School District during this event. I understand that the North East Community Fair Association is providing a secure location and limited electricity only. No other utilities will be provided. I further agree to have my display/business staffed and open during the following times: September 17, 2016, 10 am to 4 pm. (Vendors may remain open until 6 pm.) All materials must be removed by 7 p.m. on Saturday.*

Signature of representative \_\_\_\_\_ Date \_\_\_\_\_

Please mail this application along with the **\$15 fee per space** to (checks made payable to NECF) **NECF Vendor Fair, P.O. Box 373, North East, PA 16428**. Applications received after Sept. 5, 2017, may not be accepted.

**FOOD VENDORS REQUIRE SPECIAL APPROVAL, please contact us at [fournow@live.com](mailto:fournow@live.com)**

<i>For Fair Association use only</i>			
Date Rec'd _____	Assigned space(s) #: _____	Payment received (Amount): _____	Check Number _____

## Regulations & Conditions:

A. **The number of vendors will be limited to fourteen (14); registration is considered completed upon receipt of the registration form and payment of the \$15 fee (Make checks payable to “NECF”).**

B. Each vendor will be provided with an 8-foot table with 4 feet open behind the table. Signage and displays must not block aisles or other vendors. Chairs are typically in short supply; we suggest that you bring your own.

C. The “Vendor Fair” will be held in the North East High School gymnasium lobby, 1901 Freeport Road, North East, PA 16428 (**Please note:** the NECF mailing address is P.O. Box 373, North East, PA 16428. Vendor Fair director, April Boyd, may be contacted at [fournow@live.com](mailto:fournow@live.com) or 814-384-6993).

D. Electrical outlets in the gym lobby are between 4 and 6 in number each single outlet is rated at 10 amps.; bring a 50’ extension cord with at least #14 wire; cords may not cross major traffic areas. Please indicate if you will need electricity for your display.

E. The gym lobby will be open at 8 am on Saturday, September 16, for the purpose of setup. All vendors agree to be open Saturday from 10 a.m. to 4 p.m. Vendors may stay until 6 pm if they have customers.

F. Any licensing is the responsibility of the vendor--food vendors must be licensed and **have prior approval** (we avoid direct competition with other vendors).

G. All materials must be removed no later than 7 p.m. Saturday.

H. Vendors must indicate what items will be sold. Additional sale items to be added after set-up will be approved on a case-by-case basis. Hand-made and unique, quality items are desirable.

I. The Fair Association will attempt to minimize direct competition, i.e. we will accept no more than two vendors selling similar items.