



# VENDOR GUIDELINES

The Berwick Area United Way is happy to coordinate Celebrate Berwick on Saturday, August 7th, 2021 from 11AM-4PM. Events and activities will be held along the 400-600 blocks of Market Street as well as the 100 block of East Fifth Street. This area will be closed to traffic. This event will be held rain or shine. Please read the following guidelines carefully as participants are expected to adhere to them or will be asked to leave, without refund.

1. Please complete the enclosed application and mail it with your check for **\$25.00 per space**, limit of two spaces. All vendors will be assigned a 12 foot space. If you need a larger area, please reserve two spaces. Spaces will be allocated on a first come, first serve basis. Vendor location will be determined at the Registration Table the morning of the event. Returning your Vendor Application before the deadline does not guarantee you a space. **Deadline: Friday, July 30th**
2. Vendors of new or used commercially produced items, items made from commercially manufactured kits, or mass produced items available to businesses or shops may not participate in this event. Groups of a political nature or with a specific advocacy agenda will not be permitted. The Berwick Area United Way staff will review each application for appropriateness and reserves the right to accept or deny any application.
3. Electricity will be available from a public source along the Berwick Christmas Boulevard route. We will only have access to 110 electric. If you require more power, you will need to bring a generator.  
**\*\*\* PLEASE BRING EXTENSION CORDS! \*\*\***
4. Vendor parking will be available in municipal lots, along public streets and behind Fresenius Kidney Care (between Market and Bowman Streets).
5. Participants will clean up their spaces at the end of the event. Trash receptacles will be available at marked locations. Large volumes of trash and food waste should be removed by the participant.
6. The Berwick Area United Way, Borough of Berwick or event volunteers will not be responsible for any loss or damage which may occur while on the premises and participating in this event.
7. Please be considerate of our community members and enforce social distancing at your stand. We will have signs posted throughout the event grounds. Following most current CDC guidelines is a must.

We look forward to another successful Celebrate Berwick! We hope that you will join us in the festivities.

If you have any questions, please contact Ayrin Shortlidge at  
(570) 759-8203 or [Coordinator@BerwickAreaUW.Org](mailto:Coordinator@BerwickAreaUW.Org).



**Berwick Area  
United Way**

# VENDOR APPLICATION



**SET UP:** Saturday, August 7th @ 8-10:30am  
**LOCATION:** 400-600 Block of Market Street, Berwick  
**FEE:** \$25 per space - limit of 2 spaces  
**CONTACT:** Ayrin Shortlidge (570) 759-8203 or  
Coordinator@BerwickAreaUW.Org

Organization Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_ # of Spaces: \_\_\_\_\_

Do you need electric? \_\_\_ YES \_\_\_ NO

**\*\* ONLY 110 ELECTRIC WILL BE AVAILABLE! \*\***

Will you be bringing/using a generator? \_\_\_ YES \_\_\_ NO

Description of product(s): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

If applicable, please include a copy of:

1. Sales tax license
2. License to sell items
3. Current "Food Safety Handling Certificate"

Send Application, payment and other documents to:

Berwick Area United Way  
107 South Market Street, Suite 6  
Berwick, PA 18603

The undersigned does hereby discharge, release and hold harmless The Berwick Area United Way, department of United Way of Wyoming Valley, Borough of Berwick and their agents from any and all manner of action, suits, damages or claims whatsoever arising from any loss or damage to person or property of the undersigned while participating in Celebrate Historic Berwick: Food Festival. I have read the Participant Guidelines and hereby consent to same. If I do not adhere to all guidelines, or I misrepresent myself or my work, I will be asked to leave the event without refund.

PARTICIPANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

OFFICE USE ONLY:

CHECK DATE/NUMBER/AMOUNT: \_\_\_\_\_ DATE RECEIVED: \_\_\_\_\_