

Application for Vendors

Saturday, September 7, 2019
9 AM to 4 PM



40th Annual Lake Latonka Fall Festival

www.lakelatonkafallfestival.com

Application deadline: postmarked by Jul 31, 2019

Free Parking and Free Admission
Lake Latonka is located 2 minutes from I-79
Exit 121 – off Route 62 near Mercer, PA

Applications postmarked Aug 1st thru Aug 24th: **\$30 Late Fee**

NO applications accepted after August 24, 2019!!

On behalf of the Lake Latonka Fall Festival (LLFF) Committee, your organization or business is invited to reserve an exhibit space for this much anticipated annual event. The fall festival will be a day for our community at large. Local artisans, businesses, organizations, churches, schools and charities will have booths that include crafts, products, information, activities, and food. The festival is an opportunity for artisans to sell their craft, for businesses to network and publicize products and services, and for charities and non-profit organizations to aid their fund-raising efforts. Aggressive advertising on the part of the Lake Latonka Fall Festival Committee will ensure a successful day for all. Space is limited; so, sign up early to secure your exhibit booth as applications are accepted on a **first-come, first served basis**.

Direct sales vendors will be limited to 1 vendor per company.
Businesses selling similar products may be limited to 2 vendors per product type.

| | |
|---|---------|
| Vendor (Business) Name | |
| Contact Person | |
| Address | |
| City/State/Zip | Phone |
| Email | Website |
| Do you want your Vendor Name and contact information on our LLFF website/Facebook? Yes No | |

For-profit artisans and businesses

Outside barn – 12 x 12 @ \$50 x _____ number of spaces = _____
 Inside barn – 8 x 8 @ \$70 x _____ number of spaces = _____
 Outside Community Center – 12 x 12 @ \$50 x _____ number of spaces = _____
 Inside Community Center – 8 x 8 @ \$70 x _____ number of spaces = _____

Non-profit organizations and school groups in Mercer County

Outside Barn– 12 x 12 @ \$50 x _____ number of spaces (limit 1) = _____
 Outside Community Room – 12 x 12 @ \$50 x _____ number of spaces (limit 1) = _____

**The check you submit will be cashed but your money will be refunded upon your arrival at the festival.
 A sponsor (secured by LLFF) will pay your \$50 fee. Opportunity limited to 10 **Mercer County** groups.

******* FOR 2019*******
2018 VENDORS:
YOU HAVE UNTIL
March 31, 2019
TO SECURE YOUR
SAME 2018 SPACE

Make check payable to LATONKA PLAYERS
Mail application & payment to
504 Iriquois Trail, Mercer, PA 16137
Your application will not be processed until payment AND Insurance OR
Indemnity and Hold Harmless Agreement is received (Waiver Form)

The LLFF Committee reserves the right to limit various merchandise items and non-profit ideas for fund-raising. Your application may not be accepted due to duplicity of items. **Food sales are not permitted without the written consent of the LLFF Committee.**

Vendor must include a picture of item(s) with application. (Picture(s) can be on an 8 ½ X 11 sheet of paper).
State specific description of exhibit booth merchandise to be sold, list of items to be given away, raffle, activity, etc.
 Description may appear on maps and advertisements. **Limit description to spaces as indicated below:**

*****All vendors will provide a craft/product for our Vendor Chinese Auction. Thank you in advance.*****

PLEASE READ THE LLFF GUIDELINES – See attached or print from our website. Your signature below certifies that you have read the Guidelines and will abide by all rules concerning our Lake Latonka Fall Festival to be held on September 7, 2019.

Signature _____ **Date** _____

Have you participated in our festival before? Yes No

How did you hear about our festival? _____

Do you have a space preference? Yes No

If yes, indicate space or general area: 1st Choice _____ 2nd Choice _____

| | | | | |
|-----------------|------------|---------------|-------------|------------------------|
| Office Use Only | Amt Rec'd: | Check Number: | Date Rec'd: | Space Number Assigned: |
|-----------------|------------|---------------|-------------|------------------------|



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September 7, 2019

Waiver Form

Dear Vendor/Artisan,

The Lake Latonka Board of Directors has decided, based on the recommendation of our insurance provider, that we must ask all vendors/artisans to submit a **Certificate of Liability Insurance**. This certificate should be readily available from your insurance agent at no additional charge to you. *If you are unable to submit a certificate of liability insurance, we ask that you sign the Indemnity and Hold Harmless Agreement below.*

We must have proof of insurance **OR** this form before your application will be processed. Please mail a copy with the application to Latonka Players, 504 Iriquois Trail, Mercer, PA 16137 OR fax your certificate of liability insurance with Lake Latonka named on the insurance form, or this signed form to Lake Latonka Property Owners Association office (**fax number 724-475-4932**).

If you have any questions, please call me at 330-509-1173. We appreciate your cooperation.
Sincerely,

Angela Scott Vendor/Artisan Chairperson
Lake Latonka Fall Festival

Certificate Holder:
Lake Latonka P.O.A. Inc
420 Latonka Drive
Mercer, PA, 16137

Indemnity and Hold Harmless Agreement

Vendor/Artisan (Business) Name _____ hereby agrees to indemnify and hold Lake Latonka Property Owners Association (hereafter LLPOA) harmless from any and all claims alleging bodily injury and or property damage arising out of negligent conduct by the vendor names above. This agreement applies only to the Lake Latonka Fall Festival activities to be held on Saturday, September 7, 2019 on LLPOA property. This includes “set up” on Friday, September 6, 2019.

Signed _____ Date _____

Print Name _____ Title _____