



## VENDOR TERMS & CONDITIONS

### UPPER PROVIDENCE TOWNSHIP COMMUNITY DAY

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1. **Set up/breakdown:** All vendors must be set up and ready to sell/display 10:30 a.m. You may begin setting up at 9:00 a.m. the day of the event. Breakdown can start no sooner than 2:30 p.m. All vendors are responsible for their spaces. Before leaving make sure your space is trash free.
2. **Staffing:** Vendor spaces must be manned at all times and remain intact until the event ends at 3:00 p.m. Upper Providence Township and the Community Day Committee are not responsible for merchandise or display materials.
3. **Vendor responsibility:** Vendors will be fully responsible for any loss or damage to the Vendor's property by theft, fire, or other casualty. Upper Providence Township, the Community Day Committee and Rose Tree Park expressly disclaims any responsibility or liability for theft, fire, or other casualty claims. Vendors shall be responsible for any damage which may be incurred to the facilities as a result of or in connection with its operation. Each vendor is responsible for the conduct of the vendor's employees and/or representatives and activities must not detract from the image and/or health, safety, and welfare of the event.
4. **Vendor Duplicates:** There is a possibility that there will be a vendor selling the same or similar offerings as you. Upper Providence Township Community Day will try to inform applicants of like vendors prior to the event.
5. **Vendor Spaces:** Vendor spaces will be assigned. Placement and competition will be taken into consideration to provide the best experience for the event attendees. If you have special space needs based on ADA requirements, please include these requirements in your request with your application and we will make every effort to accommodate you. Spaces are reserved on a first-come first-serve basis. Vendors must ensure that none of their display equipment extends beyond the space they have booked; this includes any stands or additional furnishings.
6. **One Vendor per Table:** Only one (1) vendor per table; space may not be sublet or shared without prior approval of an authorized member of the Community Day Committee.
7. **Payment:** The full payment is a non-refundable registration fee for the selected space and is due with the submission of this agreement. This fee will be used to cover advertising and other incidental costs associated with the production of this event.
8. **Music:** Music is being provided by Upper Providence Township. Individual vendors are not permitted to play their own music.
9. **Tent, Table and Chairs:** Each vendor is to supply their own tent, table, chairs, and extension cords, if necessary.



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10. **Cancellation of Space:** Application fees are non-refundable. Upper Providence Township and the Community Day Committee are not liable if weather and/or other conditions prevent the vendor from attending and fulfilling the contractual obligation as an exhibitor. No refunds will be made for weather, accident, health or other causes for non-participation.
11. **Indemnification:** Vendor agrees to and hereby does indemnify and hold harmless Upper Providence Township, Rose Tree Park and the Community Day Committee against any losses, expenses, claims, damages, causes of action, injuries, suits to person or property, of any kind or nature and whether direct or indirect, including attorney's fees, arising out of or related to the operation of the vendor at the Upper Providence Community Day Event itself.

Intending to be legally bound, I have read and agree to the above terms:

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Signature

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Date:

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Printed Name

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Business/Organization