



Schuylkill Haven Borough Day

Always the last Saturday in September Rain or Shine 9 a.m. - 4 p.m.

PLEASE KEEP THIS PAGE FOR FUTURE REFERENCE.

INSTRUCTIONS FOR THE DAY OF THE EVENT

TIMELINE FOR BOROUGH DAY SET UP AND TAKE DOWN

- 6:30 am -7:30 am** Unload vehicle at your location/space. Please arrive with enough time to have your vehicle unpacked by 7:30 am. ALL vendor vehicles must be **off the street** by 7:30 am due to safety issues & traffic patterns.
- 7:30 am - 9:00 am** Set up your spaces and prepare for the days customers
- 4:00 pm - 5:00 pm** Borough Day is over and clean up must be taken care of.
Do not start any earlier than 4:00 pm and be done by 5:00 pm.

As a participant in this event, we ask that you clean your area of any litter at the end of the day (& swept if necessary). **Please take with you all that you bring.**

Do not dispose of your cardboard, plastic wrap, etc. in the trash barrels on the street.

Our hauler was contracted to remove visitor's trash not vendor's left over "stuff".

Failure to comply will eliminate your chance of returning next year. A dumpster will be available for your convenience on UNION STREET NEAR THE RAILROAD TRACKS (at the end of the municipal lot).

Thank you for your cooperation in helping to keep Schuylkill Haven's streets clean.

PLEASE READ CAREFULLY

IF YOU WOULD LIKE TO PARTICIPATE IN THE UPCOMING SCHUYLKILL HAVEN BOROUGH DAY

1. Please complete the following form and return with payment. Spaces must be pre-paid!
2. **Registration form and payment must be received by August 31** – failure to do so will forfeit your placement. Forms are accepted immediately following the previous Borough Day's conclusion.
3. Please be clear when describing the merchandise you will be bringing to Borough Day. The Committee has the right to pull any merchandise we deem NOT in keeping with the standards and spirit of Borough Day.
4. Once your registration is received and layout complete, you will be notified by mail where your location will be. **Letters will be sent no earlier than 10 days prior to the event.**
5. Spaces cannot be guaranteed from year to year. Vendor locations are chosen at the discretion of the Borough Day Committee.
6. Schuylkill Haven Borough Day Committee reserves the right to reject any application.
7. Registration fees are not refundable unless your application is not accepted by the committee.
8. If selling FOOD, please display a copy of your food safety certificate. All food vendors must follow FDA food handling requirements.
9. Only ONE consultant-based company representative, (examples-Avon, Premier, Scentsy, etc.) is permitted to participate at Borough Day. This will be on a first come, first serve basis!
10. All vendors are responsible for filing their own sales tax.
11. All professional **food** vendors are required to have a valid sales tax license.
12. The signee agrees to hold the Schuylkill Haven Borough Day Committee harmless from any liability, personal injuries or property damages resulting from their participation in the event.

***** PLEASE BE ADVISED: EVERYONE WILL BE REQUIRED TO FOLLOW CDC AND PA HEALTH DEPT COVID 19 GUIDELINES ALL DAY DURING BOROUGH DAY. THIS APPLIES TO EVERYONE. NO EXCEPTIONS.**

Thank you and we hope to see you at Borough Day!

Schuylkill Haven Borough Day Committee A non-profit organization of volunteers

Contact us: bdvendors@gmail.com

(570) 391-9082

Schuylkill Haven Borough Day REGISTRATION APPLICATION

Always.....the last Saturday in September.

**THIS FORM MUST BE COMPLETELY FILLED OUT
AND RETURNED WITH PAYMENT TO HOLD YOUR SPACE(S)!**

Year you are registering for: 20_____ Date of Application: _____ Number of Spaces Purchased: _____

Exhibit Name (SIMPLE title to be used on our vendor list. Example: Susie's Wood Crafts, Avon, Schuylkill Haven Boy's Soccer...etc.)

Description of Exhibit: _____

Applicant's Name: _____ Best Phone #: _____

COMPLETE Mailing Address: _____

Category (check all that apply): Art/Craft Food Business Promotion Fundraiser Consultant

****Note to ALL promotional vendors: Please do not simply hand out literature.**

You are REQUIRED to incorporate something FUN for attendees!

This is a day for children and families! Think giveaways, activities, etc.

Are you Non-Profit/Tax Exempt? Yes No If yes, please provide Tax ID#: _____

Is this your first year? Yes No

If you're returning, do you prefer the same location as last year? Yes No

What was your EXACT previous location? _____

****Please note...locations are NOT guaranteed from previous years!!!**

Do you expect to bring a trailer? Yes No If YES, is it necessary to have it close-by? Yes No

Do you expect to bring a tent/canopy? Yes No

****PROFESSIONAL FOOD VENDORS:**

Please read the *Professional Food Vendor Electrical Facts* link on our webpage regarding electric plug /receptacle compatibility.

It is YOUR responsibility to match your plug to OUR receptacle. Bring with you the correct plug or adaptor.

SHBDC reserves the right to refuse any vendor/crafter/artist not in keeping with the standards & spirit of Borough Day.

Applications will be accepted immediately following the previous Borough Day until August 31st of the year you wish to participate in.

**THERE ARE NO EXCEPTIONS
FOR LATE SUBMISSIONS!**

You will receive a letter stating with your location no earlier than 10 days prior to the day of the event.

Please make checks payable to SHBDC.

(Schuylkill Haven Borough Day Committee)

Mail completed form with payment to:

SHBDC

Attention: Jenn H.

P. O. Box 443 Schuylkill Haven, PA 17972

Please sign below, acknowledging you have read and understood page 1 of the application

X _____

Your Signature

REGISTRATION FEES

Non-Profit/Tax Exempt Organizations

Examples: churches, service organizations, charities like United Way, Make a Wish, etc.

\$15 per 10 feet length of sidewalk space

Non-Professional Participants

Examples: artists/crafters, business promotions, consultants such as Avon, Tupperware, etc.

Per 10 feet length of sidewalk space

\$30 for Applications received by June 30th (Early Incentive)

\$50 for Application received July 1st – August 31st

NO ELECTRIC. NO GENERATORS. DO NOT ASK!

Professional Food Vendors

\$125 for Applications received by June 30th (Early Incentive)

\$150 for Applications received July 1st - August 31

Limited electricity for professional food vendors.

* If applicable, please enclose proof of liability insurance with your application or soon thereafter. The Holder should read:

Schuylkill Haven Conservation Association

P.O. Box 443 Schuylkill Haven PA 17972