Non-Profit Promotional/Sponsor Vendor Application & Rules

Please make sure you have the following when submitting your application:

- Both pages of the application filled out completely, not including this page. Applications that are not filled our correctly will not be considered.
- Remember to sign at the bottom of Page 2.
- Payment **MUST** be submitted with your application, either deposit or full payment.
- If you are not paid in full by Thursday, April 30, 2020 there will be an additional $100 penalty fee.
- Additional footage and electric will **NOT** be available for purchase after March 31, 2020. No vendor will be permitted to purchase footage or electric during the Festival.
- Be sure to read all pages of the application and rules. Any vendor in violation of the application, rules or contract will be shut-down and/or ask to leave.
- ALL vendors must submit a current Certificate of Liability that covers all the days of the Festival, listing the Westmoreland Arts & Heritage Festival as the certificate holder.

Important Dates to Remember

- Trucks & Trailer set-up: Friday, June 26 & Monday, June 29 (**must schedule time**)
- Tent set-up: Tuesday, June 30 & Wednesday, July 1
- 2020 Festival: July 2, 3, 4, & 5

We Love to Be Green! Save Paper & Send Via Email

46th Westmoreland Arts & Heritage Festival

Twin Lakes Park, Greensburg, PA

2020 Non-Profit Promotional/Sponsor Booth Application

July 2, 3, 4, & 5

Thursday - Saturday 11 a.m. to 8 p.m.; Sunday 11 a.m. to 6 p.m.

Vendor/Business Name: _____

Contact Person: _____

Name of Authorized Signatory: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

Email: _____ Website: _____

What products or services will you be promoting? _____

_____

What is the purpose of this booth? _____

Describe your display and your plans for the booth: _____

_____

If returning, would you like the same location you had in 2019? *(same location is not guaranteed)* ☐ Yes ☐ No

Requested Booth Location (check one):

- ☐ Entrance or Exit Area (Vendor Booth Fee: $600)
- ☐ Interior Area (Vendor Booth Fee: $850)

A $200 deposit **MUST** accompany your application for a Promotional/Sponsor Booth.
Deposit is refundable in the event your application is not accepted.

If paying by Credit Card *(please provide credit card billing address if different than address on application)*:

Credit Card Number (Visa, MasterCard, Discover): _____-_____-_____-_____ Expiration Date: ____/____ CVV/CVC: _____

Size of Booth Requested (10'x10' is standard): _____

Larger spaces may be available only by advance written agreement and are subject to additional charges.

Please check one of the following: ☐ I will provide and set up my own booth cover ☐ I will need a WAHF booth cover

Electricity: ☐ Yes ☐ No Special electrical needs? _____

Special electrical requests may incur additional charges.

Parking is limited, please list the address you would like the parking pass(es) sent to if different from the one listed above.

Person's Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Rules and Guidelines for 2020 Promotional/Sponsor Booths

1. Because space is at a premium, only a small number of Promotional/Sponsor vendor booth applications are accepted. WAHF reserves the sole right to make final interpretation of acceptability.
2. The application must be completed and returned to the Festival along with the deposit toward the vendor booth fee. Upon acceptance of an application, a licensing agreement is issued to the vendor at which time the balance of the booth fee is due. Payments may be made by money order, certified cashier's check, business check, credit card, or cash. All payments shall be made in U.S. currency. If a vendor's application is not accepted by the Festival, all fees will be returned by mail.
3. Promotional/Sponsor booths may be assigned in the name of the applicant only.
4. Vendor booths must be attended during Festival operating hours.
5. Vendors may display and/or promote only items described in the application.
6. Standard booth size is 10' X 10'. Larger spaces may be available only by advance written agreement and are subject to additional charges.
7. An application is a commitment to the Festival.
8. A $35 fee will be charged on any check returned by the vendor's bank.
9. WAHF is an outdoor festival. All vendor spaces are outdoors. Vendors are responsible for protecting their own property from the elements.
10. Vendor spaces are assigned to create the best possible display environment and whenever possible, to comply with vendor space requests. However, if accepted, vendors agree to accept any space assigned.

Continue on Reverse➔

Rules and Guidelines for 2020 Promotional/Sponsor Booths (Continued)

11. 10' x 10' booth tents are provided and set-up by the Festival. Larger booth tents may be available at additional cost by advance arrangement. Applicants may set up and use their own structures if approved in advance by the Festival. If a booth tent is not reserved during the application process, it will not be provided.
12. One table and a maximum of two chairs are provided by the Festival. The taking of Festival chairs and/or tables from other booths/areas is strictly prohibited. Vendors must supply all other booth furnishings including displays, additional chairs, additional tables, lighting, extension cords, etc.
13. Electricity is available only at selected sites and is available only by advance reservation. If electricity is not reserved during the application process, it will not be provided.
14. No product sales may be conducted at any Commercial or Non-Profit Promotional/Sponsor Booths. Only Winery & Distillery Promotional/ Sponsor Booths are permitted to sell bottles and cases of wine and spirits, no other product sales may be conducted. The distribution of written material, free samples, or products is permitted. Fun, active booths are recommended and giveaways are always appreciated by visitors to the Festival. Aggressive 'hawking' is not permitted.
15. Signs and banners are permitted within a vendor's booth space. Additional space for signs, banners, program advertising as well as other promotional activities must be pre-approved and agreed to in writing by the Festival. Advertising, including banners, yard signs, and other items that are placed outside an exhibitor's booth space without pre-approval will be removed by the Festival.
16. Vendors are responsible for keeping their area clean during Festival hours, including clean-up at end of show. All displays should be neat and clean.
17. Vendors must provide a Certificate of Liability Insurance to be mailed to: Westmoreland Arts & Heritage Festival, 252 Twin Lakes Road, Latrobe, PA 15650, faxed to 724-850-7474, or emailed to diane@artsandheritage.com. Insurance must be obtained by the vendor at their own cost and certificate listing WAHF as the certificate holder must be submitted with final payment. All Winery & Distillery Promotional/ Sponsor Booths must obtain a copy of your "Off Premises Permit" issued by the Pennsylvania Liquor Control Board and must also be submitted to the Festival.
18. Vendors shall be liable for delivery, handling, erection, and removal of their own displays and materials. Festival Staff and Parks employees are not able to assist you with your booth.
19. All booths, goods, and materials must be removed within 24 hours of the close of the Festival. Failure to have everything off site by this time may result in extra charges or risk of your booth/product being discarded by park maintenance.
20. Parking and traffic will not be permitted in the Festival area from one hour before the Festival opens until 30 minutes after the Festival closes each day. All loading and unloading must be planned around these hours and vehicles are to be moved to the exhibitor parking lots before the Festival opens. Vehicles remaining on the Festival site or park roads and walkways during these hours will be towed away at the owner's risk and expense.
21. Vendors and their helpers must exhibit professional behavior at all times while on the Festival site. WAHF reserves the right, at its sole discretion, to determine what constitutes professional behavior. Violation of this rule will result in the vendor, their helpers, and exhibits being excluded from the Festival site with no refund or allowance whatsoever. In addition, vendors violating this rule may be excluded from future Festivals.
22. Vendors found in violation of the guidelines may be excluded and have their exhibit removed from the Festival at the sole discretion of the WAHF. Under no circumstances, including negligence, shall the WAHF, its officers, directors, employees, sponsors, agents, or representatives be liable for any direct, indirect, incidental, special, or consequential damages resulting from such action.
23. Vendors may not sublet or apportion space to someone else.
24. WAHF will not be liable for refunds or any other liabilities whatsoever for the failure to fulfill this contract due to fire or any other calamity, or by any act of God, public enemy, strikes, statutes, ordinances, legal authority, or any cause beyond its control.

GENERAL RELEASE and ACCEPTANCE of RULES - I, the applicant, have read the Guidelines for Promotional/Sponsor Booths attached to this licensing application and agree to abide by said conditions. In addition, I, the applicant, do expressly release the Westmoreland Arts & Heritage Festival, its directors, officers, employees, sponsors, agents, and representatives from any and all liability for any damage, injury, or loss to any person or goods which may arise from the licensing and occupation of the exhibit space by the applicant and agree to hold and save the Westmoreland Arts and Heritage Festival, its directors, officers, employees, sponsors, agents, and representatives harmless of any loss or damage by the reason thereof. I have enclosed a deposit of $200 to be applied toward my Promotional/Sponsor Booth fee. I understand that if this licensing application is not accepted, all fees will be returned by mail. If this licensing application is accepted, I give permission to use my name, business name, and any photographs or videotape taken at the Festival of me or my exhibit for any and all purposes. If accepted, I authorize my credit card listed to be charged all fees. You will be notified of acceptance or non-acceptance within 30 days of the Festival's receipt of your application.

Signature of Authorized Agent: _____ Date: _____

Name of Authorized Agent: _____Company: _____

Revised 07/2019

The Westmoreland Arts & Heritage Festival receives state arts funding support through a grant from the Pennsylvania Council of the Arts, a state agency funded by the Commonwealth of Pennsylvania and the National Endowment for the Arts, a federal agency.

The Westmoreland Arts & Heritage Festival is a 501 (c)(3) Nonprofit Organization. A copy of the official registration and financial information of the Westmoreland Arts & Heritage Festival may be obtained from the Pennsylvania Department of State by calling toll-free within Pennsylvania, 1-800-732-0999. Participation or registration does not imply endorsement.

Mail application to: Westmoreland Arts & Heritage Festival, 252 Twin Lakes Road, Latrobe, PA 15650

Questions? E-mail: info@artsandheritage.com Phone: 724-834-7474 Fax: 724-850-7474