



Westmoreland Arts & Heritage Festival

Mini-Fall Festival Vendor Application

Twin Lakes Park, Greensburg, PA

Saturday, September 24, 2022 from 11:00AM to 6:00PM

Postmark Deadline: August 1, 2022

Name of Business: _____

Contact Person(s): _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ PA Sales Tax: _____

Email Address: _____ Web Site: _____

\$50.00 - Artist Market Booth Fee (10'x 10') (plus one item to use at the 49th Festival for fundraising) \$ ARTIST MARKET FEE

\$100.00 - Food Vendor Booth Fee (10'x 10') \$ FOOD VENDOR FEE

\$100.00 - Winery & Distillery Booth Fee (10'x 10') (plus 6 bottles of product, WAHF choice) \$ WINERY/DISTILLERY FEE

NO ELECTRIC OR WATER HOOK-UP WILL BE PROVIDED. ALL BOOTHS MUST BE SELF CONTAINED.

Check #: _____ Date: _____ \$ TOTAL DUE

Credit Card #: _____ - _____ - _____ - _____ (Visa, MasterCard, or Discover)

Expiration Date: ____ / ____ Credit Card Code: _____

There will be a \$35.00 fee for each returned check from your bank.

Make check payable and mail to: Westmoreland Arts & Heritage Festival or WAHF

Conditions of the Show:

ALL VENDORS

1. An application is a commitment to show. In the event you cancel your participation, no refund will be given.
2. Post-dated checks will not be accepted. Please do not ask the Festival Office to hold your check.
3. Vendor set-up in on Saturday, September 24 from 7:00 AM to 10:00 AM. All vehicles must be out of the Festival area by 9:30 AM. Vendors are **NOT** permitted to tear-down until after 6:00 PM. Vehicles will not be permitted into the park until the park police have deemed it safe.
4. Absolutely **NO** set-up will be allowed on Friday, September 23.
5. The vendor's booth must be open and staffed during all regular Festival hours. Anyone arriving late, leaving before closing, or breaking down during Festival hours may be refused entrance to future Festivals.
6. Vendors may not bring pets to the Festival.
7. Vendors found in violation of any of the "Conditions of the Show" may be excluded and have their booth removed from the Festival.
8. This contract constitutes the entire agreement between the parties hereto and there are no other understandings, oral or written, relating to the subject matter hereof. This agreement may not be changed, modified or amended, in whole or in part, except in writing and signed by all parties.
9. Unloading of all equipment and moving equipment to individual booths shall be totally the responsibility of the Vendors. Park personnel, Festival staff, and volunteers will not be permitted to assist due to the potential for personal injury.
10. No alcohol is to be consumed by Vendor and/or workers during the Festival.
11. Vendors are reminded to provide the necessary money for change. The Westmoreland Arts & Heritage Festival will not provide change so please come prepared.
12. No vendor is permitted to sell drinks. WAHF controls all drink sales.
13. Vendors are responsible for their own tent, tables, chairs, etc. The Festival provides only the space for their booth.
14. All spaces are outdoors. Do not assume the ground will be level; be prepared to deal with uneven surfaces. Bring adequate materials to ensure the stability of your booth.
15. There will be **NO** overnight security. All vendors must be out of the park by 8:00 PM on Saturday, September 24.

This application serves as a contract for exhibiting at the Westmoreland Arts & Heritage Festival Mini-Fall Festival. Upon acceptance, exhibitors in the Mini-Fall Festival will be held to the rules and guidelines listed in this contract. Please read carefully and retain a copy of this document for your records.

ARTIST MAREKT VENDORS

1. The vendor agrees to carry insurance covering the loss or damage of any piece of art, equipment and other supplies that relate to the display.
2. Booth sitters are available to watch your booth for a short period of time; call 724-834-7474 during the Festival or stop any board or committee member with a badge for assistance.
3. Only food vendors are permitted to sell food or anything a human can consume on site.
4. Vendors must donate one item from their booth that will be used at the 49th Festival for fundraising purposes.
5. List items that you will be selling: _____

FOOD VENDORS

1. The Food Vendor is responsible for carrying insurance covering the loss or damage of any food, equipment, other paraphernalia, and purchased food products that relates to the demonstration to be set up by the Food Vendor at the Westmoreland Arts & Heritage Festival. The Westmoreland Arts & Heritage Festival accepts no liability for Food Vendor's property or products.
2. The Food Vendor is required to provide proof of insurance for its operations at the Westmoreland Arts & Heritage Festival. The insurance must include the following provisions:
 - This certificate must be on file at the Westmoreland Arts & Heritage Festival Office 30 days prior to the Festival.
 - Minimum limit of Commercial General Liability \$500,000 per occurrence, \$1 million aggregate.
 - Minimum limit of Products/Completed Operations \$500,000 per occurrence; \$1 million aggregate.
 - The Westmoreland Arts & Heritage Festival and Westmoreland County to be named as an additional insured and certificate holders.
3. All Food Vendors and/or workers are required to use utensils or wear gloves when handling food at the Festival. Hair must be off the collar by use of nets, hats, or restraints.
4. Ground inside the booth **MUST** be covered with a separation layer to keep food and workers out of mud and dirt. Carpeting, plywood, or tarpaper would be considered acceptable.
5. List food items that you will be selling: _____

WINERY & DISTILLERY VENDORS

1. Wineries & Distilleries may not sell single glasses or mixed cocktails of their product. All liquids must be sold in a sealed container.
2. All Winery & Distillery 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. Must also provide a Certificate of Liability Insurance listing the Westmoreland Arts & Heritage Festival and Westmoreland County to be named as an additional insured and certificate holders.
3. Booth sitters are available to watch your booth for a short period of time; call 724-834-7474 during the Festival or stop any board or committee member with a badge for assistance.
4. Winery & Distillery 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.
5. 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.
6. Winery Booths must supply the Festival with 6 bottles of product that the Festival chooses. Distillery Booths must supply the Festival with equal cost of product of their booth.

RELEASE and ACCEPTANCE

General Release and Acceptance of Rules - This contract is for the Westmoreland Arts & Heritage Festival to which the vendor applies or is accepted. I, the applicant, do expressly release the Westmoreland Arts & Heritage Festival of and from any and all liability for any damage, injury, or loss to any person, business, or property which may arise from the licensing and occupation of the exhibit space by the applicant, and agree to hold and save the Festival harmless of any damage, injury or loss by reason thereof. I understand that if this application/contract is not accepted, fees will be returned. If this application/contract is accepted, I give permission to use my name, business name, photos, item prices, and any photographs, videotape, or images taken of me or any items for any and all purposes. If accepted, I authorize my credit card listed above to be charged all fees.

Applicant Signature: _____ Date: _____

Revised 1/2022



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 WAHF 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

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