



# 50<sup>th</sup> Westmoreland Arts & Heritage Festival

Children's Activities Application & Contract

July 4, 5, 6, and 7

Thursday - Saturday 11:00 to 8:00; Sunday 11:00 to 6:00

**Postmark Deadline: April 30, 2024**



Name of Business: \_\_\_\_\_

Contact Person(s): \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone : \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email Address: \_\_\_\_\_ Web Site: \_\_\_\_\_

PA Sales Tax License Number: \_\_\_\_\_

\$250.00 - Single Space Fee (10'x10') (**You must provide** your own canopy, tables, chairs, and display items) \$ \_\_\_\_\_ BOOTH FEE

\$350.00 - Double Space Fee (20'x10') (**You must provide** your own canopy, tables, chairs, and display items)

\$50.00 - Late Fee (if postmarked after April 30, 2024) \$ \_\_\_\_\_ LATE FEE

\$50.00 - Corner Request Fee (if available) \$ \_\_\_\_\_ CORNER REQUEST

\$40.00 - Electric Fee per Line (electric is limited, there is **no sharing of electric**, locations limited) \$ \_\_\_\_\_ ELECTRIC FEE

Number of 110/20amp Lines \_\_\_\_\_ Reason for electric: \_\_\_\_\_

**ALL VENDORS USING ELECTRIC ARE REQUIRED TO HAVE A FIRE EXTINGUISHER AT BOOTH.** \$ \_\_\_\_\_ TOTAL DUE

Check #: \_\_\_\_\_ Date: \_\_\_\_\_

Credit Card #: \_\_\_\_\_ **A 4% FEE WILL BE CHARGED ON EACH TRANSACTION**

Expiration Date: \_\_\_\_\_ Credit Card Code: \_\_\_\_\_

**ENTIRE PAYMENT MUST BE SUBMITTED WITH APPLICATION** - All other fees will be processed after notification of acceptance. If not accepted, booth fee check will be returned and credit card will not be charged.

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

**Make checks payable and mail to:** Westmoreland Arts & Heritage Festival or WAHF.

**IMAGES OF YOUR ACTIVITY MUST BE EMAILED TO: [info@artsandheritage.com](mailto:info@artsandheritage.com)**

**Photos:** Submit five (5) photos: four (4) of activity and one (1) of your display in booth. **ONLY** digital images will be accepted. The display booth photo is considered for content and appearance and is part of your total score. The work shown in the photos must be an accurate representation of the work/activity sold during the Festival. Images **MUST** be emailed to [info@artsandheritage.com](mailto:info@artsandheritage.com). Submit one (1) file (JEPG or GIF) for each image. Images from prior year's Festivals are not retained.

**Parking:** Parking at the Festival is extremely limited. Your parking space may be within walking distance to your booth space. The Festival works very hard to organize parking in order to accommodate all vendors. All potential parking locations are distributed with consideration of booth location. One (1) parking permit is issued to all Children's Activity vendors in a designated lot and space upon check-in including campers/RVs, trailers, and tow vehicles. Permits are issued for primary vehicle only--additional permit(s) required for any towed vehicles/trailers. Your parking permit must be displayed on the vehicle at all times for identification. Vendors incorrectly or illegally parked **WILL** be required to move their vehicles, be ticketed and have your booth closed. Additional parking passes for the RTC Lot can be purchased at the Festival Office. Vendors are asked to abide by all parking rules to avoid disruption during the Festival.

Vehicle Information - Please list vehicle for your assigned space: vehicle, camper/RV, trailer. Parking is **EXTREMELY** limited. Be specific.

Vehicle: \_\_\_\_\_ Vehicle Plate #: \_\_\_\_\_ Vehicle Length: \_\_\_\_\_

Camper/RV Make: \_\_\_\_\_ Length: \_\_\_\_\_ Camper/RV License Plate #: \_\_\_\_\_

Trailer/Tow Make: \_\_\_\_\_ Length: \_\_\_\_\_ Trailer/Tow License Plate #: \_\_\_\_\_

Choose one:  Returning Vendor, last year attended: \_\_\_\_\_  New Vendor

If returning: I would like the same space as in 2023.  Yes  No *Checking box does not guarantee placement.*

***This application serves as a contract for exhibiting at the Westmoreland Arts & Heritage Festival. Upon acceptance, vendors in the 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.***

Write a detailed description of the children's activity or craft: \_\_\_\_\_

Price range: \_\_\_\_\_

### Conditions of the Show:

1. An application is a commitment to show. No refunds will be given after the acceptance notice is sent.
2. No vendor will be permitted to set up until all fees are paid in full.
3. All Committee decisions regarding space assignment are final. Once assigned a space, vendors are not permitted to set up elsewhere.
4. There is not a designated Children's Area. Children's activity booths will be placed throughout the park.
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. All vendors must have all prices clearly posted. No "DONATIONS" or "TIPS" will be permitted.
7. All vendors will be issued one (1) vehicle parking pass which must be displayed in vehicle.
8. Vendors will be asked to discontinue or remove any activities, services, or items that are not specified on the "activity or craft" line above or approved by the committee.
9. Post-dated checks will not be accepted. Please do not ask the Festival Office to hold your check.
10. Vendors must collect their own 6% PA Sales Tax. The contact number for PA Tax is 1-888-PATAXES.
11. Spaces not occupied by 6:00PM on July 3 may be filled with another vendor or programming with no refund or allowance whatsoever.
12. No vendor is given exclusivity.
- 13. Vendors may not bring pets to the Festival.**
14. 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. Include *Certificate of Liability* with application. A current Certificate of Liability that will cover the dates of the Festival must be provided with the application. The Westmoreland Arts & Heritage Festival and Westmoreland County must be listed as the certificate holder and additional insured.
15. Vendors found in violation of any of the "Conditions of the Show" may be excluded and have their exhibits removed from the Festival by the Children's Activities Committee.
16. Set up is Tuesday, July 2, 2024 and Wednesday, July 3, 2024. There will be NO set-up on Thursday, July 4, 2024 permitted.
17. 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.
18. Unloading of all equipment and moving equipment to individual booths shall be totally the responsibility of the exhibitor. Park personnel, Festival staff and volunteers will not be permitted to assist due to potential for personal injury.
19. All spaces are outdoors. Do not assume that the ground will be level, be prepared to deal with uneven surfaces. Bring adequate materials to ensure the stability of your booth.
20. Vendors are **NOT** permitted to tear-down until 6:00PM on Sunday, July 7. Vehicles will not be permitted into the park until the park police have deemed it safe. You have until Tuesday, July 9 at 3:00PM to vacate the park.
21. Vendors may drive their vehicle into the park each morning to stock their booths. All vehicles must also be out of the park by 10:00AM
22. Vehicles may re-enter the park after 8:00PM, once the park police have deemed it safe.
23. Incomplete applications will not be accepted for jurying.
24. WAHF is not responsible for loss or damage to tents, vehicles, trailers, merchandise or persons.

### RELEASE and ACCEPTANCE

**General Release and Acceptance of Rules** - This contract is for the Westmoreland Arts & Heritage Festival to which exhibitor applies or is accepted. I, the applicant, have read the "Conditions of the Show" of this licensing application/contract and agree to abide by said conditions. In addition, 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 (booth fee, and electric fee if submitted) 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.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



*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.

Mail application to: Westmoreland Arts & Heritage Festival, 252 Twin Lakes Road, Latrobe, PA 15650  
E-mail: [info@artsandheritage.com](mailto:info@artsandheritage.com) Phone: 724-834-7474 Fax: 724-850-7474