



# 51<sup>st</sup> Westmoreland Arts & Heritage Festival

Twin Lakes Park, Greensburg, PA

2025 Artist Market Application & Contract

July 3, 4, 5, and 6

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

**FINAL Deadline: April 30, 2025**



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

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

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

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

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

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

**ENTIRE PAYMENT MUST BE SUBMITTED WITH APPLICATION. THE APPLICATION WILL NOT BE JURIED WITHOUT FULL PAYMENT.**

**\$25.00 - Non-refundable Application Fee. If paying by check please enclose SEPARATE CHECK. \$ APPLICATION FEE**

\$50.00 - Late Fee (if postmarked/emailed after April 30, 2025) \$ LATE FEE

\$400.00 - Single Booth Fee (10'x10') \$ SINGLE BOOTH FEE

\$775.00 - Double Booth Fee (20' frontage by 10' deep) \$ DOUBLE BOOTH FEE

\$1,125 - Triple Booth Fee (30' frontage by 10' deep) \$ TRIPLE BOOTH FEE

\$1,500 - Quadruple Booth Fee (40' frontage by 10' deep) \$ QUAD BOOTH FEE

\$50.00 - Corner Request Fee \$ CORNER REQUEST

\$50.00 - 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

**IF PAYING BY CHECK, SEND ONE CHECK FOR \$25 AND ONE CHECK WITH THE REMAINING BALANCE.**

THERE WILL BE A \$35.00 FEE FOR EACH RETURNED CHECK FROM YOUR BANK. MAKE CHECKS PAYABLE TO **WAHF**.

Credit Card #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ (No American Express) **A 4% FEE WILL BE CHARGED ON EACH TRANSACTION**

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

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

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

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

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

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

If returning: I would like the same space as in 2024. ☐ Yes ☐ No *Checking box does not guarantee placement.* 2024 Booth #: \_\_\_\_\_

**Vendor check-in will be on Tuesday, July 1 **ANYTIME** from 9:00 AM to 6:00 PM and Wednesday, July 2 at a scheduled time between 9:00 AM and 6:00 PM. Scheduled time depends on your booth location in the park. WAHF does not guarantee any time slot to any vendor.**

**NO Vendor is permitted to set-up on Thursday, July 3.**

*This application serves as a contract for exhibiting at the Westmoreland Arts & Heritage Festival. Upon acceptance, exhibitors in the Artist Market will be held to the rules and guidelines listed in this contract. Upon receiving your application, the application fee will be processed. At time of acceptance, full payment will be processed. Please read carefully and retain a copy of this document for your records.*

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

**My Craft Category:** \_\_\_\_\_ (choose one (1) of the below categories) Baskets, Candles, Children, Clay & Pottery, Fiber, From The Kitchen (see below), Fine Art, Garden, Glass, Home Décor, Jewelry, Leather, Metalwork, Mind & Body, Miscellaneous, Paper, Photography, Pet, Sculpture, Woodworking.

**Detail of Category Description:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Accepted Categories:** Listed above. "From The Kitchen" -- no more than 10% of the product can be ready-to-eat. WAHF reserves the right to determine amount, type, quality, and quantity. Ready-to-eat products are considered a food booth and a food booth application must be submitted. If the ready-to-eat products are per-package and none of the food is processed or packaged on-site, you would fall under an Artisan Food Vendor and an Artisan Food Vendor application will need to be filled out. The Artist Market Committee reserves the right to reassign categories at their discretion.

**Not Accepted:** Any commercially-produced works. No buy/sell items. Items made from kits. When it is necessary to use commercially-produced materials to complete the function of the work, the pre-manufactured components must be subordinate to the original artistic interpretation and technique of the finished product and cannot be sold separately.

**Photos:** Submit a minimum of five (5) photos: three (3) of work, one (1) of your work being made in your workshop, and one (1) of work displayed in booth. **ONLY** electronic 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 sold in the Artist Market at the time of the Festival. Images **MUST** be emailed to [info@ArtsAndHeritage.com](mailto:info@ArtsAndHeritage.com). "Attach" images to the email, do not "insert". Submit one (1) file (JPG or GIF) for each image. Images from prior year's Festivals are not retained. **NO IMAGES, NO JURYING.**

### **Notices / Notifications:**

- 1) Jurying will be done on a first come basis. There will be three rounds of jurying; December 31, February 28, and April 30. Decisions will be emailed by May 15 or earlier. Please do not call the office regarding your acceptance status before this date.
- 2) Payment for the \$25 application fee will be processed upon receipt. Payment for booth fee, electric (if applicable), and corner (if applicable) will be processed upon acceptance. Booth, late fee (if applicable), electricity fee, and corner will be voided for the applicants who are not accepted. Full payment must be sent with your application for it to be juried. If emailing your application and sending payment via USPS, you will not be juried until payment has arrived.
- 3) Set up begins Tuesday, July 1. Check-in times: July 1 ANYTIME from 9:00AM to 6:00PM throughout the day; July 2, 9:00AM to 6:00PM as scheduled. For ease of set-up there will be scheduled set-up times for Wednesday, July 2. Your scheduled time will depend on your location in the park and size of vehicle. If you are unable to arrive at your scheduled time, you may be required to wait to enter the park.
- 4) **Unload everything from your vehicle and remove your vehicle from the park before you start setting up. This will be strictly enforced.**
- 5) Absolutely **NO** set-up will be allowed on Thursday, July 3.
- 6) Vendors may drive their vehicle into the park each morning and evening during the Festival to stock their booths. All vehicles must be out of the park by 10:00AM. Vehicles may re-enter the park after 8:00PM, once the park police have deemed it safe.
- 7) No full refunds will be given after the acceptance notice is sent out. See "Conditions of the Show" for details of partial refund.
- 8) Booth sitters are available to watch your booth for a short period of time; call 724-834-7474 during the Festival for assistance.
- 9) All vendors using electric are required to have a fire extinguisher at their booth.
- 10) No vendor is given exclusivity.
- 11) Space request will be honored whenever possible; however, space assignment is at the discretion of the Festival.
- 12) Vendors must collect their own 6% PA Sales Tax. The contact number for PA Tax is 1-888-PATAXES.
- 13) There will be a 4% fee with each credit card transaction. (Example: \$25 Application Fee and Booth Fee will each have a 4% fee attached)
- 14) Checks are accepted for all fees. A \$35 fee is charged each time a check is returned by your bank.
- 15) Unloading of all equipment and moving equipment to individual booths shall be totally the responsibility of the Artist Market Vendor. Park personnel, Festival staff, and volunteers will not be permitted to assist due to the potential for personal injury.
- 16) 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. You could be on grass, dirt, gravel, pavement, or asphalt. **ALL TENTS NEED TO BE WEIGHTED DOWN PROPERLY.** The Festival is outdoors and sits on a lake. Do not assume the ground will be level; be prepared to deal with uneven surfaces, trees, roots, dirt, grass, plants, pollen, wind, sun, heat, rain, gravel, pavement, insects, small animals, and birds. Please bring adequate materials to ensure the stability of your booth and items for your comfort, dress accordingly.
- 17) Vendors are **NOT** permitted to tear-down until after 6:00PM on Sunday, July 6. Vehicles will not be permitted into the park until the park police have deemed it safe. You have until Tuesday, July 8, at 3:00PM to vacate the park.
- 18) **ANY VENDOR FOUND PARKING IN THE PAID FESTIVAL VISITOR PARKING LOT WILL HAVE THEIR BOOTH SHUT DOWN FOR THE ENTIRE DAY.**

**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 Artist Market 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 and may be ticketed. Additional parking passes for the RTC Lot can be purchased at the Festival Office and at Check-in. Vendors are asked to abide by all parking rules to avoid disruption during the Festival. A Vendor shuttle bus will be available.

**Awards:** There are three (3) awards exclusively for the Artist Market. The Art Award, Heritage Award, and Westmoreland Award. All award winners will receive recognition at the Festival and a \$400 booth credit for 2026. Winners must send a 2026 application to participate

### Conditions of the Show:

- 1) The Artist/Craftsperson, hereby referred to as (vendor), who designs the work and is a principal of the business, must be present to show their work. If the craft or art is signed by an individual, they are the person required to be at the Festival. If the business is named after the vendor, that individual must be at the Festival in person.
- 2) All work must be original and completely finished. No imports, kits, items made from kits, items assembled from pre-manufactured components, unfinished work.
- 3) Vendors may not display items that are not listed on the application without prior approval. Vendors may only show work that is typified by the photos and that is **handmade by the vendor** listed on the application. The vendor will be asked to remove any item not listed on the application, not depicted in the photos, not handmade by the vendor, or the vendor may be removed from the Festival with no refund given.
- 4) An application is a commitment to show. No full refunds will be given after the acceptance notice is sent. Partial refunds will be given as follows: April 30 or before - 40% refund. After April 30 - no refund. No payments will be carried over to 2026.
- 5) Post-dated checks will not be accepted. Please do not ask the Festival Office to hold your check.
- 6) All fees must be paid in advance. **No vendor will be permitted to set up until all fees are paid in full with application.**
- 7) Requests for specific placement are reviewed at the discretion of the Artist Market Committee.
- 8) All Committee decisions regarding space assignment are final. Once assigned a space, vendors are not permitted to set up elsewhere.
- 9) The vendor's booth must be open and staffed by 10:00AM daily. Anyone arriving late, leaving before closing, or breaking down during Festival hours may be refused entrance to future Festivals.
- 10) Spaces not occupied by 6:00PM on July 2 may be filled with another vendor or programming with no refund or allowance whatsoever.
- 11) All Artist Market vendors will be issued a vehicle parking pass which must be displayed in vehicle. No Vendors, employees, or helpers may park in the Festival paid visitor lot. If you park in the Festival visitor lot, your booth will be shut down.
- 12) Vendors may not have pets at their booth inside the Festival.
- 13) 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.
- 14) WAHF is not responsible for loss or damage to tents, vehicles, trailers, merchandise, equipment, sales, or persons.
- 15) Vendors found in violation of any of the "Conditions of the Show" may be excluded and have their booth removed from the Festival by the Artist Market Committee.
- 16) 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.
- 17) The Vendor must sign this application and contract and send all three (3) pages to WAHF to be juried.

All Artist Market vendors may also enter the Westmoreland Art Nationals Juried Art & Photography Exhibition.  
For more information about the Westmoreland Art Nationals, visit <https://artsandheritage.com/art-nationals/>

**We Love to be Green! Save Paper & Send Via Email to [Info@ArtsAndHeritage.com](mailto:Info@ArtsAndHeritage.com)**

### 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, have read this licensing application contract and agree to abide by said conditions. I, the applicant, hereby declare and affirm that any and all work I exhibit has been personally hand-produced by me.** 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 to be charged all fees.

Applicant 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 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](mailto:info@ArtsAndHeritage.com) Phone: 724-834-7474 Fax: 724-850-7474**