



2024 Arts Alive! Arts & Crafts Festival Community Group Application

May 18, 2024 10AM – 4PM

Raindate: May 19, 2024

Application deadline: May 3, 2024

Quakertown Alive! is celebrating 25 years in downtown Quakertown and invites local non-profit organizations to participate in our annual Arts Alive! Spring Arts and Crafts Festival. Applications will be reviewed in a timely manner by a representative of the Events Committee. Vendors will receive confirmation emails. The entry fee, which entitles the applicant to a 12' x 12' display area, is \$35. The entry fee for a 12' x 24' space is \$70. The fee for electric, if needed, is an additional \$15, which will be non-refundable. Checks should be made payable to Quakertown Alive!. There is a \$25 fee for returned checks due to insufficient funds. If your application is accepted, your entry fee will be processed, otherwise your check will be returned to you. **Only one vendor is permitted per space.**

Our rain date is Sunday, May 19, 2024 from 10 am to 4 pm. If you cancel and do not attend the rain date, you **will not** receive a refund. In the event that both dates need to be cancelled by Quakertown Alive! due to weather, we will refund half the vendor fees upon request by letter with a self-addressed stamped envelope within 30 days. Any monies not requested to be refunded will be considered a donation to the programs of Quakertown Alive!, a 501 (c) 3 non-profit organization.

Spaces are in the street, do not block the sidewalk. The display area assigned to accepted entrants must be manned throughout the entire show. The accepted applicant must provide his/her own canopy, table, and display. Be prepared for an outdoor event, including wind gusts and fluctuating weather. We highly recommend you bring weights to hold down your tent in case of windy weather.

The Arts Alive! festival is brought to you by Quakertown Alive!, a 501(c)(3) non-profit Main Street organization dedicated to helping revitalize downtown Quakertown.

1. Complete and return the Group Application below with your registration fee by mail or in person to Quakertown Alive! 314 W Broad Street, #202 Quakertown, PA 18951 **by May 3, 2024.**
2. **Please include a copy of your IRS 501c3 letter with completed application – if this is your first event. QA! may request your letter at any time before the event.**
3. You will receive confirmation of your space once your application is approved.
4. Final details about your booth assignment will be provided to you by email to your designated contact person the week of the event. Be sure to check your email's spam/ junk/ clutter folder.
5. On the day of the event set-up will begin at 7:30am. **Your booth should be ready for visitors by 9:30 am.** The event ends at 4:00 pm. We request that you maintain your booth for the entire event.
6. Vendors agree to follow the attached TERMS AND CONDITIONS.
7. QUESTIONS: Contact Quakertown Alive! office: 215-536-2273x2351 or gaye@quakertownalive.com
8. Keep this page for your records. Complete the second page and return with your fee too:

Quakertown Alive!

314 West Broad Street, Ste. 202

Quakertown, PA 18951

***** This application with a discounted vendor fee is offered as a courtesy to small, local non-profit community groups that qualify as public charities, not private foundations. *****

***** All tents must be weighted down on all 4 sides.**

The Autumn Alive! festival is brought to you by Quakertown Alive!, a 501(c)(3) non-profit Main Street® organization dedicated to helping revitalize downtown Quakertown. Quakertown Alive! is a Nationally-Certified Main Street Program.



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| Community Group Name | |
| | |
| Are you a 501c3 non-profit organization? | Are you a faith-based organization? |
| Yes or No | Yes or No |
| <p>*** This application is offered as a courtesy to small, local non-profit community groups that qualify as public charities, not private foundations. First-time applicants: Please include your IRS letter with completed application. ***</p> | |
| Contact Person | Phone Number |
| | |
| Email Address: | |
| <p><i>We will communicate with you via email. PLEASE PRINT LEGIBLY.</i></p> | |
| Please list your website and any social media sites for publicity purposes. | |
| Website: _____ | |
| Facebook: _____ | |
| Instagram and/or Twitter: _____ | |

| | |
|---|---------------------|
| DISPLAY SPACE - Please circle booth space you wish to reserve | |
| 12' X 12' - \$35 | Double space – \$70 |
| <input type="checkbox"/> Please check if you require 120 volt electric service at your space. Extra \$15 fee. | |
| Payment method: <input type="checkbox"/> check <input type="checkbox"/> cash <input type="checkbox"/> money order <input type="checkbox"/> credit card | |
| <p><i>Payment is due before application can be processed and confirmed.</i></p> | |

Liabilities & Permission: I agree to assume all liability for, and agree to indemnify and hold harmless all organizations and persons sponsoring, managing or in any other way participating in the Arts Alive! Festival, including, but not limited to Quakertown Alive! and its personnel from any loss, claim, penalty, or lawsuit in any way arising from my/our operation or involvement in the Arts Alive! festival.
By signing below, you agree to the Terms & Conditions attached to this application.

Return this form with payment to:
Quakertown Alive!
314 W. Broad Street #202
Quakertown, PA 18951

QUAKERTOWN ALIVE! TERMS AND CONDITIONS

1. Quakertown Alive! reserves the right to accept or deny any vendor application.
2. The event committee will assign space location to the vendors. The committee can take special requests into consideration, but there is NO guarantee. Space assignments are final.
3. All vendors are required to remain open during the entire length of the event.
 - Arts Alive! – 10AM – 4PM
4. Vendors must adhere to the set-up times. NO early birds.
 - Arts Alive! set up begins 7:30AM. Vendors must be ready by 9:30AM
 - Food trucks must be in their assigned location by 8:00AM
5. Vendors may request an electric hookup. There is an additional \$15 cost for the electric hookup. Vendors **MUST** bring their own electrical cords.
 - There is a limited amount of electric hookups available. Spaces are allocated on a first-come-first-served basis.
6. It is the sole responsibility of each accepted vendor to obtain any and all required, applicable, and appropriate state and local licenses/ permits needed. Each vendor also bears the sole responsibility for payment of all taxes pertaining to their operation.
7. All structures and sundries (tents, tables, chairs, trash cans, etc...) are to be supplied by the vendor and are the responsibility of the vendor. The set-up must be secured to withstand changing weather conditions. **QA! will have a Designated Safety Officer walking the event to check on tent weights.**
8. Vendors agree to assume all liability for and agree to indemnify and hold harmless all organizations and persons sponsoring, managing or in any other way participating in the Arts Alive! Festival, including, but not limited to Quakertown Alive! and its personnel and Quakertown Borough from any seen or unseen injury, theft, or other loss to any person or property incurred by them or their representatives during travel to/ from, load in/ set up, event, and break down, claim, penalty, or lawsuit in any way arising from operation or involvement in the Arts Alive! festival.
9. If Quakertown Alive! cancels the event due to inclement weather, the vendor will receive a refund upon request by either letter or email (gaye@quakertownalive.com) within 30 days. Any fees that have not been requested for a refund will be considered a donation to Quakertown Alive!.
10. Quakertown Alive! events are family friendly. We reserve the right to decide if a questionable item/ service is allowable at our organization's event. All decisions are final.
11. Quakertown Alive! has permission to share images from the vendors' website and social media. Vendors may also have their and their goods' pictures taken at the event for use on the Quakertown Alive! website and social media.
12. Vendors must agree to abide by the above terms and conditions as well as supplied additional event guidelines. We expect all of our vendors to be kind and courteous to each other, attendees, and our volunteers. Vendors are not permitted to walk the streets with products or samples.

APPLICATION AGREEMENT

By signing below, I acknowledge that I have read, understand, and agree to abide by all the general information, procedures, conditions, fees, and instructions set forth in this application.

- I understand that I may be asked to leave the event and my fees not refunded if I do not follow the terms and conditions.
- I understand that failure to adhere to these terms and conditions may result in exclusion from future events
- I agree to indemnify and hold harmless all organizations and persons, sponsoring and managing or in any way participating in the Arts Alive! Spring Arts Festival, including, but not limited to Quakertown Alive!, the Borough of Quakertown, and personnel from any loss, claim, penalty, or any lawsuit arising from operation or involvement in the Arts Alive! Spring Arts Festival.

Applicant Signature: _____

Date: _____

Please Print Name: _____

Quakertown Alive! accepts checks, money orders, cash as payment. Checks and money orders should be made payable to Quakertown Alive!.

Quakertown Alive! accepts credit card payment in person or through a phone call. If you intend to pay with your credit/ debit card, understand that your application will not be processed until the transaction in complete.

Method of Payment:

_____ Check/ Money Order

_____ Cash

_____ Credit/ Debit Card

Phone Number: _____

Please send the completed application with payment to:

Quakertown Alive!
314 W Broad St. #202
Quakertown, PA 18951

Questions: Call 215-536-2273 or E-Mail: gaye@quakertownalive.com
