



2023 Autumn Alive! Fall Festival Vendor Application and Information

October 21, 2023 – 10AM – 4PM

Rain date: October 28, 2023

**APPLICATIONS MUST BE IN THE OFFICE BY CLOSE OF
BUSINESS - OCTOBER 13, 2023**

Quakertown Alive! invites all artists and crafters, including home-based businesses and independent direct sales representatives - to participate. This is a family friendly event with a special focus on pet rescues and pet-related items.

7:30 am - set up begins **SET UP NEEDS TO BE COMPLETED BY 9:30AM**

10:00 am – Festival opens

4:00 pm – Festival ends (vendors are expected to remain for the full day)

5:00 pm – Streets reopened to traffic

****In the interest of safety, you must unload and move your car before you set up.**

Official street closure must be observed: (Saturday 6:30AM to 5:00PM)

Show details

Display spaces are either 12' x 12' or 12' x 24'. Spaces are in the street - **not on the sidewalk**. The accepted applicant must provide his/her own booth, table, or display. Only one vendor/ business is allowed per space. Accepted applicants will receive specific information regarding designated booth location, designated free parking, and setup information shortly before the event. Be prepared for an outdoor event, including wind gusts and fluctuating weather. Any group or vendor requiring electric must pay appropriate fee (\$15) and supply any needed cords. **Your tent/ canopy must be secured with weights against changing weather conditions – see Vendor Term and Conditions.** For the comfort of all our visitors, everyone representing your organization will be required to stay within the reserved space. Aggressive soliciting is not permitted.

All vendors must agree to the attached VENDOR TERMS AND CONDITIONS. This application will not be considered complete without the signed agreement on the last page.

Your application and payment will be processed upon receipt and acceptance by the Events Committee.

Quakertown Alive! retains the right to reject any application for products deemed not fitting “family-friendly” requirements. Similarly, Quakertown Alive! retains the right to require vendors to remove unsuitable products from vendor displays. Failure to remove items may result in expulsion from the event with no refund and no return to future QA! events.

Refund Policy/Rain Plans

The rain date is Saturday, October 28, from 10AM to 4PM. If the vendor decides to cancel and does not attend the rain date, even if due to bad weather, the vendor will not receive a refund. In the event both dates need to be cancelled by Quakertown Alive! due to weather, we will refund half the vendor fees **upon request** by letter and 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.

Keep this page for your records!

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.

215 -536-2273

gaye@quakertownalive.com



**2023 Autumn Alive! Fall Festival
Vendor Application and Information
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VENDOR APPLICATION	
Business name	
Contact person (please list one)	
Title/Position	
Product:	
<input type="checkbox"/>	Check here if you are a selling a product specifically for pets.

Address			
Phone			
Email Address- (we will communicate with you by email: <i>please print very clearly</i>):			
EARLY BIRD FEE UNTIL 9/29/2023	STANDARD FEE UNTIL 10/12/2023	VENDOR FEE MUST BE IN QA! OFFICE 10/20/2023	LAST MINUTE FEE FROM 10/21/23 IF AVAILABLE
\$75	\$85	\$100	\$125
Prices reflect cost for SINGLE spaces. 12'x12'			
Please call 215-536-2273 for credit card payments.			
<input type="checkbox"/> Check if you wish to have us provide 120-volt electric; submit an additional \$15 fee. Please provide your own extension cords.			

Liabilities: We 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 Autumn 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 Autumn Alive! festival. By signing below, you agree to the Vendor Terms & Conditions attached to this application.

Name: _____ Signature _____ Date _____
Please Print

Please return form and payment to:
Quakertown Alive! 314 West Broad Street, Ste. 202, Quakertown, PA 18951
gaye@quakertownalive.com 215-536-2273



VENDOR TERMS AND CONDITIONS

All vendors applying to participate in an event presented by Quakertown Alive! must agree to the following 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 will 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.
 - Autumn Alive! – 10AM – 4PM
4. Vendors must adhere to the set-up times. NO early birds.
 - Autumn Alive! set up begins 7:30AM. Vendors must be ready by 9:30AM
 - Food Court vendors MUST be checked in in the triangle parking lot by 8AM
5. It is the sole responsibility of each accepted vendor to obtain all required and appropriate state & local licenses/ permits needed. Food vendors must have licenses on display at their booth. Each vendor also bears the sole responsibility for payment of all taxes pertaining to their operation.
6. All food vendors are required to have \$1,000,000 liability insurance and supply Quakertown Alive! with a certificate naming Quakertown Alive! and the Borough of Quakertown as additional insured by October 1, 2023.
7. Vendors can 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. Requests are granted on a first come, first served basis.
8. 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 tent weights.
9. 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 Autumn Alive! Festival, including, but not limited to Quakertown Alive! and its personnel from any loss, claim, penalty, or lawsuit in any way arising from operation or involvement in the Autumn Alive! festival.
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. Vendors who do not follow rules set by Quakertown Alive! risk expulsion from the event and being banned at future events.



VENDOR TERMS AND CONDITIONS

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 Autumn Alive! Fall 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 Autumn Alive! Fall 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 is 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: gave@quakertownalive.com