



CHESTER COUNTY PARKS & RECREATION DEPARTMENT

Craft Vendor Information and Policies

Please read carefully. Your signature on a Craft Vendor Application indicates that you have read and understand the information contained in this document.

1. Craft Vendor packets are distributed annually to all persons on the mailing list. Lists are revised to eliminate disinterested vendors, or those the Department has deemed not acceptable. Applications may also be obtained at www.chesco.org/ccparks or by calling the Administrative Office at (610) 344-6415.
2. Only applications received/ postmarked by the deadline shall be considered. In the case of two identical applications, the application received first shall be given preference. **DO NOT** send payment with application. Accepted vendors will be notified to submit appropriate fee. Confirmation letter, parking pass, event flyer, directions, etc. will be mailed prior to the event date.
3. It is generally anticipated that a vendor will apply for only one space; however, exceptions to this provision may be made pursuant to the discretion and judgment of the Department. Vendor awarded more than one vending space will pay for same.
4. The Department cannot guarantee the number of visitors to an event and accepts no responsibility for attendance levels. Past attendance figures shall be basis for all event-level assignments and vendor fees.
5. Incomplete applications WILL NOT BE CONSIDERED.
6. **All items to be sold must be hand-made by the vendor. No manufactured items are permitted.** Vendors with such items shall be re-categorized as a Commercial Vendor and pay fees accordingly. At all times, the Department reserves the right to reject any applicant, who in the Department's sole discretion and judgment, would not provide the best available items based upon quality, price, variety and service.
7. Vendor may not change the listing of what he/she will be selling without the Department's consent. Vendor is permitted to sell only those items listed on the application form receiving approval from the Department. If vendor is determined to have violated this agreement, he/ she forfeit the opportunity to participate in future Chester County Parks & Recreation events and may be removed from the event in progress.
8. Electricity needs must be pre-arranged with the host park prior to the event date. The Department cannot guarantee electricity will be available.
9. All special requests must be made in writing on the event application form or attached to the application.
10. The Department reserves the right to cancel/ postpone an event. For events with an established rain date, vendor shall be available on both dates. Vendor will forfeit his/ her fee if event is postponed to rain date and he/ she does not show. If event is held and vendor does not show, the Department will solely determine if reason for not participating validates a refund. If event is canceled, refunds will be issued.
11. Failure to notify the host park in advance of any cancellation, as well as failure to comply with all event policies, will affect future opportunities to participate. Refunds will only be given if vendor notifies the Department one (1) week prior to event date.
12. The Department will determine the process and procedure to follow for the postponement and/ or cancellation of the event due to weather or other factors. If the Department decides to cancel the event due to predicted forecasts, vendors will be notified once the decision is final. Vendors may also call the host park office to determine event status.

13. The Department strives to maintain a balance of vendors. The Department is responsible for assigning vendor spaces based on park facilities and program layout. Dissatisfaction with a space assignment is not grounds for a refund. If vendor and designated park staff agree that the space is not suitable for the vendor's display, accommodations may be made. No space is guaranteed from year to year.
14. Vendor spaces are primarily on grass in an open field. Be prepared to anchor all tents properly. Vendor's assigned space must not interfere with adjacent spaces. Vendor must provide all equipment, furniture, overhead covering, adequate product quantity, etc. to insure a successful operation.
15. Vendor MUST FURNISH his/her own display area. Set-up will take place during the hours indicated.
16. Unless prior arrangements have been made with Department staff, vendor may bring one (1) vehicle to the vendor area for set-up. One (1) parking pass will be distributed to each vendor. To enter the area, the pass shall be placed on dashboard and visible by event staff.
17. Vendor will be banned from Department events if:
 - a. The vendor buys a space to sell to another vendor.
 - b. The vendor misrepresents the items to be sold.
 - c. The vendor's conduct is detrimental to the best interest of the event.
 - d. The vendor violates any of the policies and guidelines of the Department.
18. Booths must be open during the event hours and shall not be dismantled until close of the event. Vendors shall remain with their assigned space and may not leave to solicit or distribute products in any other event areas. The Department reserves the right to ask those who have not received an assigned space, and who are collecting funds or selling items, to leave the premises.
19. The Department reserves the right to restrict vendors with respect to methods of operation and display of materials. If, for any reason, an exhibit or its contents is not in line with the objective and/ or spirit of the event, the exhibit will be removed.
20. The County shall not be responsible for protection, damage and/ or theft of vendor's equipment, supplies and receipts. Vendor shall take all reasonable and necessary precautions to secure his/ her goods and property. In no event shall the County accept responsibility in connection with any such loss, theft and/ or damage. Park staff will be on site throughout the event and provide limited security. All injuries and safety concerns should be immediately directed to event staff.
21. Vendor is responsible for any damage to the grounds resulting from his/ her operation during the event.
22. Vendor is responsible for his/her own trash removal. Please advise park staff if assistance is needed.
23. Insurance, if desired, must be purchased at the vendor's own expense.
24. Vendor shall be considered an independent contractor. Neither the vendor nor any of his/ her employees shall be considered employees of the County for any purpose.
25. Vendor agrees that the Department may revoke, immediately, all of the rights of the vendor, agents or employees of the vendor's booth, without a refund of fees, due to a violation of the rules set forth herein.
26. Vendor agrees to abide by all rules and regulations established by the Department, and any and all local and Commonwealth laws. Failure to do so may serve as basis for immediate termination of the right to continue to sell at the function for which the space was awarded, and/or disqualification from future consideration with respect to similar contracts with Chester County.
27. Vendor shall indemnify, defend and hold harmless the County of Chester, the Parks and Recreation Department, their officers and employees from any and all suits, actions or claims of any nature brought forth, or on account of, any persons, by or in consequence of any act, omission, conduct, neglect and/or misconduct of said vendor, its employees, and of agents in connection with this agreement.



Craft Vendor Application
Family Day
Springton Manor Farm
Saturday, September 25, 2010
11:00am – 3:00pm



Only vendors featuring hand-made crafts will be accepted. Other items may fall under another vendor category, requiring a separate application form and fee structure.

To Apply: Please read the Craft Vendor Information and Policies. Complete the application form and return to: Springton Manor Farm, 860 Springton Road, Glenmoore, PA 19343.

Booth Space: Your space will be approximately 10 x 10 in an open grass field in the main event area. If you require more width or depth, please purchase additional space to accommodate your needs. To evenly distribute booth placement, an accurate description of your display is required. Please supply this information on the application form.

Set-Up: Booths need to be open by 11:00am. Staff will be available 9:00am – 10:30am to assist with finding your space. We do not offer tables, chairs or protection from the weather. You may drive to your space to unload, but your vehicle must be moved by 10:30am to the vendor parking area. Vendors are asked to operate until 3:00pm.

Attendance: Family Day attracts approximately 4,000 - 4,500.

Fees & Deadline: The fee is \$50 per space; \$55 per space after September 8, 2010.

Notification: Accepted vendors will be notified to process payment. Once payment is received, confirmation letter, parking passes, event info, etc., will be mailed. Vendors whom the Department determines would not be appropriate for the event will also be notified.

Initially part of a William Penn Manor, Springton has been in agricultural use since the early 1700's. On this 300 acre demonstration farm, you can meet the animals and tour the Butterfly House. An interpretive nature trail ends at a catch & release fishing pond. The elegant 1833 Manor House features a Victorian garden, gazebo, terrace, and a full caterer's kitchen perfect for weddings & corporate retreats.

Springton Manor Farm is located 5 miles west of Downingtown off Route 322 in Glenmoore Township. For more information about the Chester County Parks and Recreation Department, please visit www.chesco.org/ccparks.

**Return application form by September 8, 2010 to:
Springton Manor Farm, 860 Springton Road, Glenmoore, PA 19343**

Craft Vendor Application

Family Day 2010

Application Deadline: Friday, September 8, 2010

Please type or print clearly

Business Name: _____ Contact Name: _____
 Address: _____ Email: _____
 Day Phone: _____ Evening Phone: _____
 Phone # Day of Event: _____ FAX: _____

of Spaces _____ x \$50 = _____ (Total Fee Due)

After 9/8: # of Spaces _____ x \$55 = _____ (Total Fee Due)

Please provide a detailed description including price range of the items you are proposing to sell:

ITEM	PRICE

Please provide a description of your vending space (i.e. tents, signs, displays, etc):

Notes & Special Requests:

I have read and understand the Craft Vendor Information and Policies and agree to abide by all rules and regulation contained therein.

_____ Signature _____ Date _____
 Print Name

Application & correspondences should be addressed to:
 Springton Manor Farm, 860 Springton Road, Glenmoore, PA 19343
 (610) 942-2450

FOR OFFICE USE	
Date Postmarked:	_____
Date Received:	_____
Receipt No.:	_____