



**BOROUGH OF HELLETTOWN**  
685 Main Street - Hellertown, PA 18055 - 610-838-7041  
Email: [communityday@hellertownborough.org](mailto:communityday@hellertownborough.org)

*Where neighbors meet and enjoy what the community has to offer*

Saturday, August 20, 2022 from 10 a.m. to 3 p.m.  
Morris J. Dimmick Park

## **VENDOR/EXHIBITOR REGISTRATION PACKET**

Dear community supporter,

We are excited to announce that planning is underway for the **2022 Community Day in Hellertown**. Scheduled to take place on **Saturday, August 20, at Morris J. Dimmick Park**, this year's event is expected to be bigger and better than ever.

**Registration for Vendors/Exhibitors is now open.** To reserve booth space, please complete and return the attached Registration Form and Vendor Liability Agreement, along with the Vendor/Exhibitor fee. **The deadline for Vendors/Exhibitor registration is Wednesday, July 6, 2022.** Please note that booth registrations are not confirmed until all required forms and payment are received.

**Booth space is limited and is available on a first-come, first-served basis.** We encourage you to register early to guarantee your space. Registration requests received after the July 6 deadline may be placed on a wait list, until we can determine if additional space is available.

We appreciate your support of the 2022 Community Day in Hellertown and look forward to welcoming you as a Vendor/Exhibitor at this annual celebration!

Sincerely,

*The Community Day in Hellertown Committee*  
[Communityday@hellertownborough.org](mailto:Communityday@hellertownborough.org)

**ALL COMPLETED FORMS MUST BE RETURNED ALONG WITH YOUR  
VENDOR/EXHIBITOR FEE TO CONFIRM YOUR SPACE.**

### **Registration Checklist:**

- Vendor/Exhibitor Registration Form
- Vendor Liability Agreement
- Check for Vendor/Exhibitor Fee



**BOROUGH OF HELLERTOWN**  
 685 Main Street - Hellertown, PA 18055 - 610-838-7041  
 Email: [communityday@hellertownborough.org](mailto:communityday@hellertownborough.org)

*Where neighbors meet and enjoy what the community has to offer*

Saturday, August 20, 2022 from 10 a.m. to 3 p.m.  
 Morris J. Dimmick Park

## VENDOR/EXHIBITOR REGISTRATION FORM

**Business/Organization Name:** \_\_\_\_\_

**Type of Organization:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Fee Structure for Vendor/Exhibitors:**

- Non-Profit / Civic Group within the boundaries of Hellertown Borough **\$20**
- Business located within the boundaries of Hellertown Borough **\$55**
- Non-Profit/Civic Group/Business located outside the boundaries of Hellertown Borough **\$125**

*\* Businesses and local groups located in Hellertown Borough and Lower Saucon Township will be given priority for Vendor/Exhibitor registration.*

**Total Number of Vendor/Exhibitor Booth Spaces:** \_\_\_\_\_

Fees listed above are for a **10' x 10'** space. If additional space is needed, you must request and pay for multiple spaces.

**Do you need Electricity?**     YES     NO

Electricity requests are on first-come, first-served basis. If you request electricity, you are responsible for providing a single 50 ft. extension cord. Generators are discouraged.

**You plan to...** *(Please check all that apply)*

- Offer an Activity     Sell Food\*     Sell Merchandise     Hand out literature / freebies

**Please provide a detailed description:**

*\* If you are selling food, please list what product(s) you plan on selling to limit duplication.*

**I agree to all the terms of the attached Rules and Regulations and have enclosed payment along with this registration form, Completed Vendor Liability Agreement with a Certificate of Insurance (proof of insurance coverage is required). Your application is not considered complete unless all required forms and payment are received.**

**SIGNATURE** \_\_\_\_\_

**\*\*DEADLINE FOR REGISTRATION – July 6, 2022\*\***

Please make check payable to: **Borough of Hellertown – Community Day**

Mail to: **Community Day in Hellertown, c/o Borough of Hellertown, 685 Main Street, Hellertown, PA 18055**



**BOROUGH OF HELLETTOWN**  
685 Main Street - Hellertown, PA 18055 - 610-838-7041  
Email: [communityday@hellertownborough.org](mailto:communityday@hellertownborough.org)

*Where neighbors meet and enjoy what the community has to offer*

Saturday, August 20, 2022 from 10 a.m. to 3 p.m.  
Morris J. Dimmick Park

## **VENDOR/EXHIBITOR LOGISTICS**

Thank you for participating as a Vendor/Exhibitor at the 2022 Community Day in Hellertown! To ensure a safe and enjoyable experience, please review the logistical information below in advance of the event.

### **ARRIVAL/SET UP:**

- **YOU MUST CHECK-IN** at the Community Day registration tent beginning at 8:30 a.m. on Saturday morning to receive your vendor booth number. **Due to liability concerns, Friday evening set up is not permitted.**
- Any Vendors/Exhibitors using a trailer as part of their exhibit/booth should arrive between 8:30 a.m. and 9:00 a.m. Vehicular access will be limited as booths are being set up.
- Vendors/Exhibitors are responsible for setting up and tearing down booths. You may have to park a distance from your booth, so please be prepared to transport your items on your own.
- Our volunteer staff is limited and often busy checking in vendors, so we cannot assist with individual set up requests.
- You are responsible for providing tents, lights, tables, chairs, and any other items considered necessary to operate your booth. Your setup must be contained within your assigned space.
- If you requested access to electricity, you **MUST** bring a 100-foot, good quality extension cord. Electricity is limited to 20 booths, so requests are honored on a first-come, first-served basis. Food preparation/storage needs will be considered. Generators are discouraged but may be used in designated areas.

### **VENDOR PARKING:**

- For your convenience, we are providing a designated section for vendor parking after you have unloaded your event supplies. The area will be marked "Vendor Parking."
- You may load and unload your vehicle on the road leading into Dimmick Park. All vehicles must be off this road and parked by 9:45 a.m. We ask that you kindly load and unload as quickly as possible to allow other Vendors/Exhibitors the same opportunity.

### **VENDOR HOURS:**

- Vendor/Exhibitor booths are scheduled to run from 10:00 a.m. – 3:00 p.m.
- All booths should be set up and ready to receive visitors by 9:45 a.m.
- Opening Ceremony will begin at 10:00 a.m.

### **CLEAN UP:**

- Vendors/Exhibitors should not break down their booth until after 3:00 p.m. To ensure the safety of all attendees, we cannot allow unscheduled vehicular access to the park grounds during the event.
- Vendors/Exhibitors should be packed up by 3:00 pm.
- Please remove all trash from your assigned space.

### **FOOD INFORMATION AND SAFETY:**

- For those organizations that will be serving food and beverages at Community Day, please be aware of some suggestions from the PA Department of Agriculture, Food Safety & Laboratory Services Division regarding how to prepare and serve food safely for an event. They emphasize (4) practices that help ensure food safety:
  1. Maintain proper food holding temperature (*Hold cold foods below 41 degrees and hot foods above 135 degrees Fahrenheit.*)
  2. Be certain that foods are adequately cooked before serving
  3. Keep food cooking and serving equipment contamination free (*i.e. – Keep food items and utensils off the ground*)
  4. Maintain good person hygiene and have food preparation/handling and money transactions handled by separate individuals.

### **OTHER:**

- All existing Dimmick Park rules are in full force and effect during Community Day hours unless authorized by the Borough Council.
- Community Day in Hellertown is not responsible for lost, stolen, or damaged equipment or material.
- Refunds (or credit for the following year) will only be granted in the event of inclement weather that results in cancellation of the event prior to set-up.

**Thank you for your support of the 2022 Community Day in Hellertown!**



**BOROUGH OF HELLERTOWN**  
685 Main Street - Hellertown, PA 18055 - 610-838-7041  
Email: [communityday@hellertownborough.org](mailto:communityday@hellertownborough.org)

*Where neighbors meet and enjoy what the community has to offer*

Saturday, August 20, 2022 from 10 a.m. to 3 p.m.  
Morris J. Dimmick Park

## **VENDOR LIABILITY AGREEMENT**

I wish to participate as a vendor or associate in the Community Day in Hellertown. I agree to accept all liability and responsibility for any personal injury, property damage, loss, theft, or any other harm suffered by myself or others arising from or otherwise incident to my participation in the Event.

\_\_\_\_\_ (the Vendor/Exhibitor) shall indemnify and hold the Borough of Hellertown, and their officials, event committee members, directors, employees and agents harmless against all suits, claims demands and losses including costs, expenses and legal fees incurred as a result of any act or omission, neglect or misconduct of the Vendor, its agents, servants, employees and/or volunteers during the Event.

By signing this Agreement, the Vendor/Exhibitor hereby requests the Borough of Hellertown to reserve vendor space at the Event and affirms it has read, understands, and agrees to all terms and provisions of this Agreement.

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Name of Organization:** \_\_\_\_\_

**Date Received:** \_\_\_\_\_

### **LIABILITY INSURANCE CERTIFICATE:**

Insurance certificate must accompany this application. All Vendors/Organizations/Participants are required to present at time of application a Liability Insurance Certificate in the minimum amount of \$500,000 per occurrence, with the following listed as Additional Insured:

*Borough of Hellertown  
685 Main Street  
Hellertown, PA 18055*



**BOROUGH OF HELLERTOWN**  
685 Main Street - Hellertown, PA 18055 - 610-838-7041  
Email: [communityday@hellertownborough.org](mailto:communityday@hellertownborough.org)

*Where neighbors meet and enjoy what the community has to offer*

Saturday, August 20, 2022 from 10 a.m. to 3 p.m.  
Morris J. Dimmick Park

## **VENDOR/EXHIBITOR RULES & REGULATIONS**

We are pleased that you will be joining us for 2022 Community Day in Hellertown event! You are here as our guest, and we look forward to a wonderful event. To ensure a safe, smooth, and efficient operation of the day, it is required that the individuals, vendors, and organizations participating in the event follow these rules and regulations without exception:

1. The Community Day in Hellertown Committee, in its sole discretion, reserves the right to refuse any application.
2. Vendor/Exhibitors can begin setting up any time after 8:30am on Saturday morning. We would like everyone to be ready to receive visitors at 9:45am. Opening Ceremony will begin at 10:00am. All are expected to attend.
3. The hours of operation for vendor/exhibitor booths are 10:00am to 3:00pm. Booths **MUST** be manned during these hours.
4. Community Day in Hellertown Committee will assign booth location(s) and provide access to electricity if requested. **Please check in at the Community Day tent for your assigned space. A volunteer will escort you to your assigned space.**
5. There will be a designated parking area for Vendors. You may have to park a distance from your booth so please be prepared to cart your booth items on your own. Vehicles are not permitted in the festival area during festival hours. Our volunteer staff is limited and often busy checking in vendors, so we cannot assist with set up.
6. Vendors/ Exhibitors are responsible for providing tents, lights, tables, chairs, and any other items considered necessary to operate and that can be contained within the assigned space or area.
7. All vendors and organizations are required to present at time of application a Liability Insurance Certificate. You will not be permitted to participate in the festival if not properly insured.
8. Food Safety. Vendors and organizations that will be serving food and beverages at Community Day must be aware of some suggestions from the PA Department of Agriculture, Food Safety & Laboratory Services Division regarding how to prepare and serve food safely for an event. They emphasize four (4) practices that help ensure food safety:
  - a. Maintain proper food holding temperatures (hold cold foods below 41 degrees and hot foods above 135 degrees Fahrenheit.)
  - b. Be certain that foods are adequately cooked before serving.
  - c. Keep food cooking and serving equipment contamination-free (for example, keep food items and utensils of the ground)
  - d. Maintain good personal hygiene and have food preparation/handling and money transactions handled by separate individuals.
9. Vendors and organizations are responsible for cleaning up their area promptly at 3:00pm.
10. All existing Dimmick Park rules are in full force and effect during community day hours unless authorized by the Borough Council.
11. Community Day in Hellertown are not responsible for lost, stolen, or damaged equipment or material.
12. Refunds (or credit for the following year) will only be granted in the event of inclement weather that results in cancellation of the event prior to set-up.