



## 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 19, 2023 from 10 a.m. to 3 p.m.  
at Morris J. Dimmick Park, Hellertown

---

### VENDOR/EXHIBITOR OPPORTUNITIES

We are excited to announce that plans are underway for the Community Day in Hellertown! This event will take place on **Saturday, August 19, 2023**.

**Vendor/Exhibitor booths are scheduled to run from 10 a.m. to 3 p.m.** We have shortened the time based on feedback received and continue to encourage all participating organizations and businesses to keep their booth open and staffed during these hours.

**To reserve your space** – return the following items before the **July 6, 2023 deadline**. **Please note that a booth reservation is not considered complete and confirmed unless accompanied by registration, payment and the Vendor Liability Agreement.** Registrations received after the deadline may be put on a waiting list until we re-evaluate the layout and space availability.

We are expecting this year's Community Day Event to be bigger and better attended than ever, so please do not miss your opportunity to participate as a vendor and/or sponsor!!

Sincerely,

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

**ALL FORMS MUST BE RETURNED AND FILLED IN,  
ALONG WITH YOUR FINANCIAL OBLIGATIONS.**



## 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 19, 2023 from 10 a.m. to 3 p.m.  
at Morris J. Dimmick Park, Hellertown

# VENDOR/EXHIBITOR REGISTRATION FORM

Business/Organization Name \_\_\_\_\_

Type of Organization \_\_\_\_\_

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

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

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

### Fee Structure for Vendor/Exhibitors:

Located WITHIN the boundaries of Hellertown Borough? \*

- |   |       |
|---|-------|
| <input type="checkbox"/> Non-Profit / Civic Group   | \$20  |
| <input type="checkbox"/> Business located within the boundaries of Hellertown Borough                         | \$55  |
| <input type="checkbox"/> Non-Profit/Civic Group/Business located outside the Boundaries of Hellertown Borough | \$125 |

\* In accepting vendor/exhibitor applications businesses and local groups located in the borough will be given priority.

**Number of Vendor/Exhibitor Booth spots needed.** \_\_\_\_\_

Fees listed above are for a **10' x 10'** spot. If you need more space you must request and pay for two vendor spots.

**Do you need Electricity** (limited availability)?  YES  NO

If you request electricity you are responsible for providing a single 50 ft. extension cord. Electricity requests are based on first come/first serve basis. Generators are discouraged.

**You plan to...**

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 avoid a lot of 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 of the above documents are received.**

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

**\*\*DEADLINE FOR REGISTRATION – July 6, 2023 \*\***

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 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 19, 2023 from 10 a.m. to 3 p.m.  
at Morris J. Dimmick Park, Hellertown

---

### Dear 2023 Community Day in Hellertown Participants,

This year's Community Day is shaping up to be an exciting one! We appreciate your participation in the event on Saturday, August 19<sup>th</sup> at Morris J. Dimmick Park located at 570 Durham Street in Hellertown. The Borough of Hellertown and the Community Day in Hellertown Committee thank you for your support of this community endeavor.

In order 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 the rules and regulations below:

#### SET UP:

- ❖ **YOU MUST CHECK – IN** at the Community Day registration tent beginning at 8:30 am on Saturday morning to get your vendor spot number. **Due to liability concerns, we cannot allow Friday evening set up.**
- ❖ Any vendors/exhibitors using a trailer as part of their exhibit/booth should arrive between 8:30 am and 9:00am since 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 cart your items on your own.
- ❖ Our volunteer staff is limited and often busy checking in vendors, so we cannot assist with major set up.
- ❖ You are responsible for providing tents, lights, tables, chairs, and any other items considered necessary to operate your booth and it must be contained within the assigned space or area.
- ❖ If you requested electric power, you **MUST** bring a 50-foot, good quality extension cord. Electricity is limited to 20 booths, so requests are honored on a first come/first serve basis and food preparation/storage needs. 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"
- ❖ Loading and unloading vehicles can be done on the road leading into Dimmick Park. All vehicles must be off this road and parked by 9:45 am.

#### VENDOR HOURS:

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

**CLEAN UP:**

- ❖ Vendors/Exhibitors should not close or break down their booth until after 3:00 pm due to potential safety issues relative to attendees walking around the grounds and the safety of other participants. We cannot allow unscheduled vehicular access to the Park grounds during the event.
- ❖ Vendors/Exhibitors should be packed up by 3:00 pm.

**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 insure 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 (*for example – 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 being part of the Community Day in Hellertown.**

If you have any concerns/questions, please email us by responding to this email.

Thank you,  
David J. Heintzelman, Mayor  
& Community Day Committee



**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 19, 2023 from 10 a.m. to 3 p.m.  
at Morris J. Dimmick Park, Hellertown

**VENDOR LIABILITY  
AGREEMENT –  
HOLD HARMLESS**

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 19, 2023 from 10 a.m. to 3 p.m.  
at Morris J. Dimmick Park, Hellertown

## VENDOR/EXHIBITOR RULES AND REGULATIONS

We are pleased that you will be joining us for 2023 Community Day in Hellertown event! You are here as our guest and we look forward to a wonderful event. In order to ensure the 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 insure 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.