



Borough of Hellertown

685 Main Street
Hellertown, PA 18055
610-838-7041

Email: communityday@hellertownborough.org

Saturday, August 17, 2024
Morris J. Dimmick Park, Hellertown

Opening Ceremony: 9:45 a.m.
Vendor/Exhibit Booths: from 10 – 3 p.m.

On Saturday, August 17, 2024, we are proud to announce our Annual Community Day in Hellertown. There are sponsorships available. Please present your company or non-profit at this event and show case what our community is all about! If you have any questions regarding this event, please reach out to us via email or phone. The above number is provided. This event is quickly upon us, we need you to make a difference this year at our event.

Thank you for considering your participation in this event.

Sincerely,

David J. Heintzelman
Mayor for the Borough of Hellertown



Borough of Hellertown

685 Main Street
Hellertown, PA 18055
610-838-7041

Email: communityday@hellertownborough.org

Saturday, August 17, 2024
Morris J. Dimmick Park, Hellertown

Opening Ceremony: 9:45 a.m.
Vendor/Exhibit Booths: from 10 – 3 p.m.

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 17, 2024**.

Opening Ceremony is at 9:45 a.m. with Vendor/Exhibitor booths are scheduled to run from 10 a.m. to 3 p.m. We 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 13, 2024 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



will be performing from 12-3 p.m.



VENDOR/EXHIBITOR REGISTRATION FORM

Community Day in Hellertown

☞ Sat. - August 17, 2024: 10:00 am - 3:00 pm
at Morris J. Dimmick Park ☞

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 or Lower Saucon Township? *

- Non-Profit / Civic Group \$20
- Business located within the boundaries of Hellertown Borough \$55
- 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 or township 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 13, 2024 **

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**



VENDOR/EXHIBITOR RULES AND REGULATIONS

We are pleased that you will be joining us for 2024 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 8:30 am on Saturday morning. We would like everyone to be ready to receive visitors at 9:45 am. Opening Ceremony will begin at 9:45 am.
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 off 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 4:00pm.
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 the cancellation of the event prior to set-up.



Borough of Hellertown
685 Main Street - Hellertown, PA 18055
610-838-7041

Email: communityday@hellertownborough.org

Saturday, August 17, 2024
Morris J. Dimmick Park, Hellertown

Opening Ceremony: 9:45 a.m.
Vendor/Exhibit Booths: from 10 – 3 p.m.

This is your opportunity to showcase your
business or non-profit.

We are **HELLERTOWN PROUD !**