



Downtown Sunbury, PA

Friday, August 16 from 12pm - 10pm | Saturday, August 17 from 10am - 10pm

Please be sure to attach ALL required documents when submitting your application and payment.

Your application IS NOT complete until we receive all required documentation. Incomplete applications will be returned, your space will not be reserved and early bird rates will NOT apply...so be sure you submit all required documentation and payment with your application!

Required Documentation Checklist:

- Completed and Signed Application
- Check made payable to SRI
- Insurance Certificate**
(ALL vendors)
- Menu and Pricing
(ALL food vendors)
- ServSafe Certificate **
(FOR PROFIT Food vendors only)

Even if you submitted these documents last year, you **MUST** attach them to your application. If your insurance policy period will expire before the event, please attach your current certificate (see rules and regs for insurance requirements) and send us an updated certificate when the policy renews.



Vendor Registration

Friday, August 16 from 12 pm - 10pm | Saturday, August 17 from 10am - 10pm

Make checks payable to SRI and return all completed documents to
Sunbury's Revitalization, Inc., 450 Chestnut Street, Sunbury, PA 17801

Name of Business/Organization _____ Email _____

Contact Person _____ Phone _____ Cell Phone _____

Address _____

1. Describe your stand Tent Trailer Other _____

2. How many Spaces Do You Need? (10'x12') _____

If you are bringing a trailer and it is larger than 10'x12' you must purchase an additional space.

3. Vendor Description and Pricing (per space):

Food (For Profit)

- \$125.00 - Early Bird Rate – Registrations completed by May 31, 2019
- \$200.00 – Standard Rate – Registrations completed June 1, 2019 or later

Food (Non Profit)

- \$100.00 - Early Bird Rate – Registrations completed by May 31, 2019
- \$125.00 – Standard Rate – Registrations completed June 1, 2019 or later

Retail & Direct Sales

- \$100.00 - Early Bird Rate – Registrations completed by May 31, 2019
- \$125.00 – Standard Rate – Registrations completed June 1, 2019 or later

Please tell us what you'll be selling:

Promotional/Non-Profit/Other

- \$100.00 - Early Bird Rate – Registrations completed by May 31, 2019
- \$125.00 – Standard Rate – Registrations completed June 1, 2019 or later

Please tell us what you'll be doing/displaying at your stand:

4. Will you need access to a water supply? Yes No

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5. Do you need Sunbury River Festival to supply you with electric service?

- No**, I don't require electric service
- No - I will be using my own generator** (see guidelines in Rules & Regs on next page, #15)
- Yes**

- I need standard outlet electricity \$ 25.00
- I need **ONE** high amp/voltage electricity \$ 50.00

TOTAL FEES:	Participation fee	\$ _____	X	_____ (number of spaces)	\$ _____
		per space fee		# of spaces	
	Electricity fee				+ \$ _____
	TOTAL AMOUNT ENCLOSED				\$ _____

My signature below acknowledges that I have read and understand the regulations, requirements, and rules associated with participating as a Vendor at Sunbury River Festival on August 16-17, 2019. I understand that due to PennDot restrictions no vendors will be placed on Front Street. I also ***understand and agree that vendor placement is at the sole discretion of the River Festival Committee.***

Signature _____

Date _____



Vendor Rules, Regulations, and Requirements

PLEASE KEEP FOR YOUR RECORDS

1. Indemnification - In consideration of the use of event space designated for vendors by Sunbury's Revitalization, Inc. ("SRI"), the undersigned ("Vendor") hereby agrees to release SRI, the City of Sunbury, Sunbury River Festival, event sponsors, their Board of Directors, officers, members, employees and agents from all claims whatsoever by Vendor arising from or related to Vendor's use of space.
2. Vendor further agrees to hold harmless, to defend and indemnify, dollar for dollar including, but not limited to costs of defense and counsel fees, SRI, the City of Sunbury, Sunbury River Festival, event sponsors, their Board of Directors, officers, members, employees and agents against any and all liability, law suits, claims, summons, causes of action or things whatsoever, whether for damages, fines or any other type of relief whatsoever, that may be brought against SRI, the City of Sunbury, Sunbury River Festival, event sponsors, their Board of Directors, officers, members, employees and agents by any party whatsoever, arising from or related to Vendor's and/or its directors, officers, employees and agents activities, products, acts or omissions, whether negligent or non-negligent.
3. **Certification of Insurance- In order to participate, vendors must provide a Certificate of General Liability Insurance naming Sunbury's Revitalization, Inc. and the event committee as "Additional Insured regarding vendor participation at the Sunbury River Festival August 16 & 17, 2019, providing a minimum of 1,000,000 liability coverage. Limited exclusions may apply.**
4. **For Profit Food Vendors must provide a copy of a valid ServSafe Certificate. All Food Vendors must display prices at the event.**
5. Theft- SRI, the City of Sunbury, Sunbury River Festival, event sponsors, their Board of Directors, officers, members, employees, and agents will not be responsible for theft, accidents or loss, or damage to property belonging to Vendors.
6. All decisions of SRI and the Event Committee are final. Committee reserves the right to deny any application.
7. **No refunds for no-shows or cancellations within 30 days of the event.**
8. Vendors are responsible for all state sale tax laws. Failure to comply will prohibit you from exhibiting at future events.
9. You may begin setting up Friday at 8 am.
10. **Vehicles must be removed from the event one hour before starting time and must remain out of the event area until ending time and all pedestrian traffic has cleared.** If you plan to sleep in your vehicle, you must remove it during festival hours and can put it up to your space after the festival has closed.
11. Vendors must stop selling and begin departure procedures at the designated time.

12. Alcoholic beverages are prohibited except in designated areas.
13. Participation fee includes one (1) 10' X 12' space. Additional space and electrical service are available for an additional fee.
14. Vendors must supply their own tent, table and chairs, water hoses, and extension cords. We suggest you bring at least 100ft.
15. Use of your own generator is encouraged and required if you need more than ONE (1) 240-volt outlet or 30 amps. Vendors with excessively loud generators will be placed on the perimeter of the festival in order to control noise. Electrical service provided by SRI is NOT INCLUDED in your participation fee. Please do not overload the electrical outlets, only one appliance per plug. Multiple cords and power strips are forbidden. Overloaded circuits can lead to prohibition of electric use on the day of the event.

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