

# VENDOR APPLICATION

## **FOR THE ANIMALS BLOCK PARTY AND FUNDRAISER**

**SUNDAY JUNE 7, 2020 from 11AM-4PM**

**RAIN OR SHINE**

## **WE ARE PROUD TO ANNOUNCE OUR 2020 RECIPIENT GOATS OF ANARCHY (GOA)**

*GOA is an award-winning, vegan sanctuary for special needs baby goats (along with other animal friends that they just must help). They are a registered charity (501c3) and all tax-deductible donations go towards vet fees, food, shelter and prosthetics for the baby goats.*

<https://goatsofanarchy.com/>

**Thank you for your interest in being a vendor for our second annual FOR THE ANIMALS BLOCK PARTY AND FUNDRAISER THIS IS A VEGAN /PLANT BASED/CRUELTY-FREE EVENT.** Please fill out and submit your application to vend by May 1, 2020. We have a limited number of spaces, so the sooner you submit the better. We are looking for vendors of all kinds, but not limited to food, art, photography, crafts, jewelry, apparel, educational, beauty, health and wellness, entertainment, etc. Food trucks welcome! There will be live music, DJ and speakers. Raffle items and 50/50 drawing. If you'd like to donate item(s) for the raffle, please let us know. We appreciate your support of our event!

***THANK YOU,***

***SHERYL PETRILLO, President ANIMAL DEFENDERS GREATER LEHIGH VALLEY***  
<https://www.animaldefendersglv.com/>

***BRAD SCOTT, DJ.***

***MARCEL BEDOYA, OWNER BLACK AND BLUE***

## VENDOR FEE

**\*\* Vendor fee \$50. Please make check or money order out to “Animal Defenders Greater Lehigh Valley.” Non-profits \$0 /no vendor fee.**

**\*\*Each space is approximately 10’x10’ or food truck size.**

**\*\* If you require additional space, please let us know.**

**PLEASE READ ALL DOCUMENTATION. COMPLETE, SIGN AND RETURN VENDOR CONTRACT (last 2 pages) WITH PAYMENT TO:**

- 1. VENDOR CONTRACT--CLEARLY DESCRIBE ITEMS FOR SALE/ON DISPLAY. VENDORS ARE REQUIRED TO HAVE ALL ITEMS FOR SALE AND ON DISPLAY TO BE VEGAN/PLANT BASED, CRUELTY-FREE, ENVIRONMENTALLY FRIENDLY, ETC. THIS IS A VEGAN EVENT. NO EXCEPTIONS. ANY ITEMS FOUND BEING SOLD OR DISPLAYED THAT ARE NOT WITHIN OUR GUIDELINES MUST BE REMOVED. IF YOU HAVE ANY QUESTIONS AS TO WHETHER A PRODUCT/ITEM YOU WILL HAVE FOR SALE OR FOR DISPLAY/PROMOTION ADHERES TO OUR RULES, PLEASE CONTACT SHERYL PETRILLO [Sheryl.animaldefendersglv@gmail.com](mailto:Sheryl.animaldefendersglv@gmail.com)**
- 2. RULES AND REGULATIONS— FOR YOUR OWN RECORDS (DO NOT RETURN).**
- 3. VENDOR FEE if applicable**
- 4. CERTIFICATE OF INSURANCE NAMING *THE CITY OF EASTON, BLACK AND BLUE, Animal Defenders Greater Lehigh Valley* AS ADDITIONAL INSURED. EVENT MANAGEMENT WILL REQUEST PROOF OF INSURANCE PRIOR TO DATE OF EVENT. ACT INSURANCE IS RECOMMENDED FOR THOSE VENDORS WHO DO NOT HAVE EXISTING POLICY. <https://www.actinsurance.com/>**

**PLEASE READ, COMPLETE AND RETURN TO THE CITY OF EASTON:**

**EASTON HEALTH DEPARTMENT: JOE GILL—HEALTH ADMINISTRATOR 610-250-6729**

<https://www.easton-pa.com/health-department>

[https://www.easton-pa.com/sites/eastonpa/files/uploads/special\\_event\\_information.pdf](https://www.easton-pa.com/sites/eastonpa/files/uploads/special_event_information.pdf)

**ANYONE SELLING FRESH, PREPARED OR PACKAGED FOOD. SPECIAL EVENTS FORM**

[https://www.easton-pa.com/sites/eastonpa/files/uploads/special\\_event\\_application.pdf](https://www.easton-pa.com/sites/eastonpa/files/uploads/special_event_application.pdf)

**CERTIFICATE OF LIABILITY INSURANCE NAMING *THE CITY OF EASTON, BLACK AND BLUE and Animal Defenders Greater Lehigh Valley* AS ADDITIONAL INSURED.**

**THANK YOU,**

**SHERYL PETRILLO, PRESIDENT**

**Animal Defenders Greater Lehigh Valley**

**PO Box 341, Easton, PA 18044**

**CELL: 908-339-8642 EMAIL: [Sheryl.animaldefendersglv@gmail.com](mailto:Sheryl.animaldefendersglv@gmail.com)**

## **RULES AND REGULATIONS**

**LOCATION IS WALNUT STREET BETWEEN FERRY STREET AND SOUTH 7<sup>TH</sup> STREETS  
IN EASTON, PA 18042**

**SETUP:** VENDOR provides own canopy/tent. Booth set up may begin at 7:30am and must be finished by 10am at which time vehicles must be removed from the event area. IT IS YOUR RESPONSIBILITY TO ANCHOR YOUR BOOTH. You will be set up on concrete and not be able to secure tents with stakes or anything that requires to be put into the ground. Bring weights along if necessary, as it can be windy at the event site. Also, there is a slight slope in the road, for those food-trucks please bring along accommodations to be able to elevate your truck if necessary, to keep it level. Event management will email vendors their assigned location within one week of the event.

**SIGNAGE:** all signage and displays must be professionally produced. Prices must be clearly displayed.

**TEARDOWN:** VENDOR may not begin to strike their booth until 4pm. Booths must remain open until the event closes, even if VENDOR is sold out.

**VEHICLES:** VENDOR must remove vehicle from the immediate grounds by 10am. There will be parking available for vendors. There is also ample street parking throughout the area.

**HOURS OF OPERATION:** event hours are 11am-4pm RAIN OR SHINE

### **RESTRICTIONS ON MERCHANDISE/FOOD PRODUCTS**

**THIS IS A VEGAN /PLANT BASED/CRUELTY-FREE EVENT.** You may only display and sell food products/merchandise/services contractually approved by event management.

**CERTIFICATIONS:** It is responsibility of the VENDOR to obtain all applicable and appropriate local and state licenses and permits, as well as payment of taxes to their operation. Vendors should expect inspection of food operations by Easton Health Inspectors. Event management requests copies of your insurance and health license (food vendors) prior to date of event. Email to [Sheryl.animaldefendersglv@gmail.com](mailto:Sheryl.animaldefendersglv@gmail.com)

## **DECORATIONS AND HOUSEKEEPING**

- 1. TENTS MUST BE NEAT AND IN GOOD REPAIR.**
- 2. DISPLAY TABLES MUST BE COVERED AND DECORATED**
- 3. HOUSEKEEPING OF EXHIBIT AREA AND IMMEDIATE VICINITY WILL BE RESPONSIBILITY OF THE VENDOR. VENDOR MUST REMOVE THEIR OWN TRASH.**

## **ELECTRICITY**

**VENDORS MUST MAKE THEIR OWN PROVISIONS FOR ELECTRICITY, AS THERE IS NO ACCESS ON THE STREET. SILENT GENERATORS ALLOWED. OTHER POWER SOURCES ARE WELCOME.**

**SOLICITING DONATIONS: WE CAN PROVIDE VENDORS WITH DONATION BOXES UPON REQUEST. VENDORS ARE WELCOME TO DONATE ANY PORTION OF THEIR PROCEEDS TO THE FUNDRAISER—THIS IS ON AN ENTIRELY VOLUNTARY BASIS.**

**FOR THE ANIMALS EVENTS ARE DOG FRIENDLY. YOU ARE WELCOME TO BRING YOUR CANINE FRIEND TO EVENT. ALL DOGS MUST BE LEASHED AND MONITORED AT ALL TIMES.**

**VENDOR CONTRACT (2 PAGES)**

THIS AGREEMENT MADE THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2020 BETWEEN THE FOR THE ANIMALS BLOCK PARTY AND FUNDRAISER HEREIN REFERRED TO AS "EVENT MANAGEMENT"

AND \_\_\_\_\_ HEREIN REFERRED TO AS "VENDOR" FOR EXHIBITION SPACE AT THE FOR THE ANIMALS BLOCK PARTY AND FUNDRAISER TO BE HELD ON JUNE 7, 2020 FROM 11AM TO 4PM. EXHIBITION SPACE IS 10'X10' OR FOOD TRUCK SIZE, UNLESS OTHERWISE DISCUSSED.

A FULLY COMPLETED VENDOR CONTRACT WITH PAYMENT MUST BE SUBMITTED TO ANIMAL DEFENDERS GREATER LEHIGH VALLEY BY MAY 1, 2020.

VENDOR FEE \$50

NON-PROFITS \$0

TOTAL INCLUDED \$ \_\_\_\_\_ WRITE CHECK OR MONEY ORDER TO "ANIMAL DEFENDERS OF THE GREATER LEHIGH VALLEY"

**MAIL APPLICATION ALONG WITH PAYMENT TO:**

ANIMAL DEFENDERS OF THE GREATER LEHIGH VALLEY

PO Box 341, Easton, PA 18044

VENDORS REQUESTS TO DISPLAY AND/OR SELL THE FOLLOWING SPECIFIC PRODUCTS. PLEASE PRINT CLEARLY:

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PLEASE ATTACH AN ADDITIONAL SHEET IF NECESSARY. FOOD PRODUCTS/MERCHANDISE NOT ADHERING TO OUR STRICT VEGAN GUIDELINES WILL NOT BE ALLOWED

**INSURANCE: VENDOR MUST FURNISH EVENT MANAGEMENT WITH A CERTIFICATE OF INSURANCE WITH LIABILITY OF NO LESS THAN \$1,000,000 AND SHALL NAME *THE CITY OF EASTON, BLACK AND BLUE and ANIMAL DEFENDERS GREATER LEHIGH VALLEY* AS "ADDITIONAL INSURED." PLEASE NAME *THE CITY OF EASTON* AS THE PREMISES FOR THE EVENT.**

**WE ARE A DOG FRIENDLY EVENT. PLEASE DO NOT BRING EXOTIC/WILD ANIMALS.**

***I HAVE READ THE ACCOMPANYING GUIDELINES, RULES AND REGULATIONS AND AGREE TO ABIDE BY THEM. I FURTHER UNDERSTAND THAT THE PARTICIPATION FEE IS NON-REFUNDABLE AND THAT THE EVENT IS HELD RAIN OR SHINE.***

**BUSINESS NAME** \_\_\_\_\_

**CONTACT NAME** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**CITY/STATE/ZIP** \_\_\_\_\_

**PHONE** \_\_\_\_\_

**EMAIL** \_\_\_\_\_

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

**TITLE** \_\_\_\_\_

**DATE** \_\_\_\_\_