

WESTMORELAND FAIR

"A TIMELESS TRADITION"

A Pennsylvania Non-Profit Corporation
Post Office Box 501
Pleasant Unity, PA 15676
Phone: 724-423-5005 Fax: 724-423-5015
Website: www.westmorelandfair.com
E-mail: westmorelandfair@wpa.net

Dear Vendor:

Thank you for filling out and turning a 2017 application, we are so glad that you wanted to take part in our 2017 Fair. We cannot stress enough the importance to read through all the paperwork enclosed with your contract; including all the pages of the contract. The enclosed paperwork has all the information that you will need to answer all your questions so please review the paperwork prior to calling the fair office.

Please review some major points below all other information can be found in the vendor contract itself so be sure to read the whole contract:

- We will **NOT** send out reminders or additional copies of the contract this is your responsibility to return the requested information to us on or before the deadlines given.
- All booth rental fees **MUST** be paid in full by August 1, 2017 – if paid after August 1st the only accepted forms of payment will be cashier's check, money order or you can pay by MasterCard, Visa or Discover but there will be a 3% convenience fee added to amount.
- You are responsible for making sure that all your employees have daily passes to get onto the grounds to work your booth during their shift. You cannot leave tickets at any of the admission booths nor at the fair office for them to pick up. They will no longer be allowed to enter by just saying they are working at a booth. ***THEY MUST HAVE A DAILY PASS TO GET IN – NO EXCEPTIONS!!!!!!!!!!!!!!***
- **Please be sure to look through and KEEP the necessary paperwork you receive with the contract.**

If you have any questions or concerns, please feel free to contact the fair secretary at the fair office Monday through Friday at 724-423-5005 extension 100 between the hours of 9am and 3pm.

Sincerely,
The Westmoreland Fair Board