

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@gmail.com

Dear Vendor:

Thank you for filling out and turning in a 2019 application, we are so glad that you wanted to take part in our 2019 Fair. As new vendors there are a number of things to know when filling out the vendor application, some will be mentioned again in the vendor contract information.

PLEASE READ ALL PAPERWORK and if any questions please email the fair office at westmorelandfair@gmail.com

- As stated on the website vendor page, we are a family oriented venue, therefore, we do NOT allow the sale of guns, ammo, knives, and drug related items, any and all items that contain suggestive pictures, language and profanity. The concession committee reserves the right to decline the sale of any and all products they deem not appropriate for the week of the fair.
- The fair board also reserves the right refuse applications from psychics, tarot cards and other psychic related vendors
- Once your application has been approved your security deposit will be applied to the total vendor rental fee.
- You will receive two copies of the vendor contract – the colored copy must be signed and returned by no later than the date listed on the vendor deadline information paper that will also be included with your vendor contract. A booth location will not be reserved for you until the signed colored copy is returned to the fair office. And you must return the entire contract as you received it, you cannot just return the last page of the contract containing the signatures.
- All booth rental fees **MUST** be paid in full by August 1, 2019 – 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. There will also be a 5% late fee added to the outstanding balance.

- You will find out your booth location and receive your vendor passes when you arrive to set up for the fair. Booth locations are not determined by the concession committee until a week before the fair. All booth locations are final and no changes will be made or moves will be allowed.
- Outside vendors can start to set up as early as the Tuesday before the fair opens, however, ALL INSIDE vendors cannot start to set up until the Thursday before the fair opens. All vendors must be set up and ready to open by 4pm the first day of the fair, unless arrangements have been made due to your arrival from another event.
- When you arrive to set up for the week of the fair, you must check in at the fair office with the fair secretary and she will give you – your vendor packet that will contain your vendor daily admission passes, 2 – parking passes and application for next year’s fair.
- 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 or 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!!!!!!!!!!!!!!***
- All vehicles are not allowed on the grounds after 3pm each day of the fair and must be off the grounds by no later than 4pm. Vehicles are not allowed to return onto the grounds until midnight. No vehicles are allowed to be left on the grounds and used to hold stock.
- If you have a stock trailer that you would want to keep on the grounds, you can purchase a stock trailer pass for \$25 for each trailer. The trailer must be placed on the grounds in the designated stock trailer area. It cannot be taken on and off the grounds. The pass must be displayed on the trailer at all times during the fair.
- If you are camping at the fair, you must purchase a camping pass \$10 per day and the pass must be displayed in the window of your camper where it can be easily seen by fair staff and directors. Camper locations are on a first come first serve basis and are not allowed to arrive until the Monday before the fair opens. We do not reserve camper locations
- **Please be sure to read 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 8am and 3pm.

Sincerely,
The Westmoreland Fair Board