

# 2024 Westmoreland Agricultural Fair - August 16 through 24, 2024

## Application for Vendor Rental Agreement

A minimum of \$100 security deposit MUST accompany this COMPLETED application.

**Business Name:** \_\_\_\_\_ **Contact Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Sales Tax ID #** \_\_\_\_\_ **Booth Size Needed:** \_\_\_\_\_ **Frontal Footage** \_\_\_\_\_ **Depth Footage** \_\_\_\_\_  
Required if you are selling products!

**Booth Location: (Circle one)**      **INSIDE**      **OUTSIDE**

**Products Sold/Reason for vendor space:** List all products or what type of booth you will have including if you will be selling Coke products – This section must be filled out each year, please do not put “No Changes” you must list all products each year.

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**Golf Cart Passes:** Only Food Vendors can apply for Golf Cart Passes. Each cart must have a pass and must be included on Vendors Insurance Certificate. The Fair Office must have an insurance certificate on file. Passes must be visible on each cart at all times. All carts are only to be used to bring stock into booth location from the parking area or from stock trailers. Passes will be revoked if Directors or Security deem, they are being used in an unsafe manner or for joy riding.

**Stock Trailer Passes:** Each Stock Trailer must have a pass visible at all times and all trailers must be parked in designated stock trailer area. Stock Trailers are not allowed to be parked by or behind booth location.

**Passes:** Rides are not included with admission passes – All vendors will receive (18) eighteen – One Day Admission Passes per booth location. Passes are not prorated by footage. Additional passes can be purchased at information window of fair office. Vendors are responsible for distributing all passes to their employees. Passes are not allowed to be left at any of the admission gates or Fair Office.

**Parking:** Parking is free and there is no designated vendor parking. Parking passes only allows vehicles on the grounds prior to 1:00 pm to take stock to booth location. All vehicles must be removed by 1:00 pm each day and no vehicle will be allowed on the grounds after 1:00 pm. Each vendor receives (2) two parking passes. Additional parking passes can be purchased at the information window at fair office for an additional price.

**Deposit:** If your application is accepted the deposit will be applied to the amount owed and an agreement will follow. If an application is not accepted the deposit will be returned. The deposit is non-refundable if the application has been accepted.

**Beverage Products/Coolers:** All vendors **must** sell Coca Cola products and **must** strictly adhere to purchasing Coca Cola products from the Westmoreland Fairgrounds representative. All other sizes and post mix drinks are prohibited from being sold on the grounds. Any vendor found selling non-Coca Cola products or any Coca Cola product that is not purchased through us will be asked to remove all non-Coca Cola products. Coke coolers will only be provided to vendors who are purchasing and selling Coke products. Coke coolers must be reserved no later than July 1, 2024 – no exceptions.

**Insurance:** All vendors must provide a certificate of general business liability insurance naming the Fair as an additional insured in the minimum amount of One Million Dollars (\$1,000,000.00). If you do not have business insurance, you must pay \$160.00 to be added to the Fair’s policy.

**Agreement:** This application is not a vendor agreement. If a vendor agreement is extended, it will follow separately and must be signed and returned no later than August 1, 2024.

**Inside Booths:** Inside vendor booths are only sold by the 10-foot increment and are only 10 feet deep; minimum 10’ x 10’. For example: Inside booths can be 10’ x 10’, 20’ x 10’, 30’ x 10’, etc. They cannot be 5’ x 10’, 12’ x 8’, etc.

**Outside Booths:** Outside vendor booths can be sold by specific frontal foot. For example: Outside booths can be 8’ x 12’, 16’ x 16’, 22’ x 20’, etc. However, outside booths are harder to obtain than inside booths for new vendors. **REMEMBER** your tongue and tent supports needs to be included in the total frontal footage.

**Booth Pricing:** Pricing is only on frontal footage; depth footage is not charged for but must be listed. Example – Inside 10’ x 10’ booth \$25.00 x 10 = \$250.00 + all other optional charges.

Inside Vendor Commercial Building 1 & 2	\$25/ft	Non-Profit \$23/ft
Outside Vendor (Tent is not supplied by Fair) <b>LIMITED SPACE AVAILABLE FOR NEW VENDORS</b>	\$27.00/ft	Non-Profit \$25.00/ft
Food Vendor (Outside Only) <b>LIMITED SPACE AVAILABLE FOR NEW VENDORS</b>	\$30.00/ft	Non-Profit \$28.00/ft
All Vendors on Main Fair Midway <b>SOLD OUT</b>	\$40.00/ft	Non-Profit \$36.00/ft

**Additional Costs:** Please mark each box of additional cost that applies to you, and please note that trash removal is assessed to all vendors.

Select all that you will need:					
Item	Cost	Y/N	Item	Cost	Y/N
110 Electric	\$80.00		Tables	\$25.00/per table	
220 Electric	\$160.00		Chairs	\$3.00/per chair	
Water-Food Vendors Only	\$65.00		Camper Pass (Vendors Only) Electric & Water Only	\$150.00	
Insurance	\$160.00		1 Time Camper Sewage Pump Out	\$35.00	
Golf Cart Pass Food Vendors Only	\$20.00/ Per cart		18 One Day Passes (Does not include rides) & 2 Parking Passes	Receive when check in	Y
Stock Trailer Pass Each Trailer Must Have Pass	\$30.00/ Per trailer		Picnic Table Rental	\$100/per table	
Coke Cooler (vendors who are selling Coke products)	No Charge		Extra One Day Passes Does not include rides	\$TBD/per pass	

**Discount:** To Receive 10% discount on booth rental, vendors must pay \$100.00 deposit by September 29, 2023.

**Payment:** Make checks payable to: Westmoreland Agricultural Fair Association. Mail to: Westmoreland Agricultural Fair Association, PO Box 501, Pleasant Unity, PA 15676.

Deposit Amount \$ \_\_\_\_\_ Check # \_\_\_\_\_ Date: \_\_\_\_\_ Balance \$ \_\_\_\_\_