



BRIDGEVILLE DAY ON THE AVENUE

SATURDAY, JUNE 15, 2024

11:00 a.m. to 5:00 p.m.

VENDOR RESERVATION APPLICATION/AGREEMENT

Dear Bridgeville Day Participant:

We are certainly looking forward to another wonderful "Day on the Avenue". We are planning new and exciting events this year. Don't miss out - reserve your spot today!

REQUIREMENT:

Vendor Booth/Spaces **must** be adequately staffed and open during Bridgeville Day hours. Please prepare your booth for a full day. Vendors must commit to stay for the entire event period, 11 AM - 5 PM. No exceptions.

REMINDERS:

1. All Vendors **MUST provide their own table(s) and chair(s)** needed for their Space/Booth. The Borough will **NOT** provide any tables or chairs. **Space rentals must supply their own 10x10 tent.**
2. All requirements of the Allegheny County Health Department must be met, and it is the sole responsibility of the Food Vendors to be in compliance with their requirements. You are required to have hand sanitizers, food prep gloves and cleaning supplies, etc.
3. No items other than those listed on Reservation Agreement will be allowed - the Borough may require you to change menu items to avoid duplication of food items by vendors.
4. Bridgeville Borough reserves the right to **limit the number of booths with like purposes; require editing food menus as needed; and the placement of the vendor Booths/Spaces.**
5. **Vendor set up hours are from 7:30 a.m. until 10:30 a.m. All vehicles must be removed from the event area by 10:30 a.m.** It is highly recommended that you park in one of the (free for the day) Parking Authority lots & take your supplies to set up your Booth/Space.
6. **Clean up hours begin after 5:00 p.m.** No vehicles may be brought into the event area prior to 5:00 p.m. Please pack up your area before you bring in your vehicle, this will help the traffic flow.
7. Vendors agree to keep the assigned space and surrounding area free of trash and debris.
8. Vendors who have selected electrical services (\$30.00 fee) on the Vendor Registration Agreement **must provide** their own 15 Amp HEAVY DUTY 50' extension cord and a 5 Amp Power Surge Protector.

COST: Booth Rental \$150.00 --- 10'x10' Space Only Rental \$75.00 --- Electrical Fee \$30.00
Additional fees will be assessed if space is exceeded.

Please fill out the attached Vendor Reservation Agreement and return it along with your check or money order payable to **Bridgeville Borough - mail to 425 Bower Hill Road, Bridgeville, PA 15017**, Attention Sheryl Valentino.

Reservations are on a first come, first served basis. **Final day to register is Friday, May 31, 2024.** If you have any questions, please do not hesitate to call (412)-221-6012 ext. 110.

Sheryl Valentino, Coordinator Bridgeville Borough - Bridgeville Day on the Avenue

BRIDGEVILLE DAY ON THE AVENUE – SATURDAY, JUNE 15, 2024

FINAL DAY TO REGISTER IS FRIDAY, MAY 31, 2024

Please **PRINT** your name EXACTLY how you want it to appear on all Bridgeville Day information/advertisements

Name of company/organization/group:		
Contact Person(s):		
Mailing Address:	Phone	E-mail
Category (check)	What kind/type?	COMMENTS:
Food <input type="checkbox"/>		
Game <input type="checkbox"/>		
Craft <input type="checkbox"/>		
Other <input type="checkbox"/>		
<input type="checkbox"/> BOOTH RENTAL*		\$150.00
<input type="checkbox"/> 10' SPACE ONLY RENTAL* (Vendor will supply their own 10X10 tent/shelter.) <u>Additional fees will be assessed if space is exceeded.</u>		\$75.00
<input type="checkbox"/> ELECTRICAL FEE		\$30.00
ELECTRIC NEEDED? YES <input type="checkbox"/> NO <input type="checkbox"/> VENDOR MUST SUPPLY THEIR OWN 15 AMP HEAVY DUTY 50' EXTENSION CORD & 5 AMP POWER SURGE PROTECTOR.		Borough use only: <input type="checkbox"/> Booth Rental = \$150.00 <input type="checkbox"/> Space Only Rental = \$75.00 <input type="checkbox"/> Electrical Fee = \$30.00 Check # _____ Date Paid: _____ Received by: _____
*VENDOR MUST SUPPLY THEIR OWN TABLE(S) AND/OR CHAIR(S) – NONE ARE PROVIDED. SPACE RENTALS MUST PROVIDE THEIR OWN TENTS.		
Booth / Space set up 7:30 AM to 10:30 AM		

NO REFUNDS FOR VENDOR CANCELLATIONS OR WEATHER. THE EVENT WILL BE HELD RAIN OR SHINE.

If you require a paid receipt, please enclose a self-addressed, stamped envelope.

By signing below, I agree to the terms as listed on this VENDOR RESERVATION APPLICATION/AGREEMENT:

Signed by _____ Date _____