



**September 28
& 29, 2019**

Festival Hours

Saturday 10:00am - 6:00pm

Sunday 11:00am - 5:00pm

**McConnells Mill
State Park**

2697 McConnells Mill Road
Portersville, PA 16051



pennsylvania
DEPARTMENT OF CONSERVATION
AND NATURAL RESOURCES

**Non-Profit
Vendor
Application**



Rotary
Club of Portersville-Prospect

PO Box 194 • Portersville, PA 16051
www.portersvilleprospectrotary.org

**Questions: Please contact the Rotary Club of Portersville-Prospect
James Butler • 724-865-2593 • jebutler59@zoominternet.net**

Application Due – September 7, 2019

Space will not be reserved until application is received.

Electric hook-up fee of \$12.00 if required.

(Please Print)

Organization Name: _____

Contact Person: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Website Address: _____

Electric hook-up: ☐ Yes ☐ No

Please list type of information/items displayed. Describe any activities or hands-on explorations you can provide. List food/drinks/items to be sold:

Signature: _____ Date: _____

Please sign and return this page with check payable to "Rotary Club of Portersville-Prospect". Mail to Rotary Club of Portersville-Prospect, PO Box 194, Portersville, PA 16051

Accepted: _____ Date: _____ Ck# _____



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Vendor Spaces:

Spaces are 12'x12' at **no charge for approved non-profit organizations** for the weekend (Saturday and Sunday). The festival is an outside event. Please plan ahead for rainy weather. If you would like any dimension over 12' x 12', request that on your application or contact us beforehand. Not all requests are able to be accommodated. Electric hook-up is available for a \$12.00 fee.

Setup:

All spaces are pre-assigned. Do not set up unless you are in the space with your name. Setup Friday, September 27th after 1:00pm and before 8:00pm or Saturday morning from 8:00am to 9:00am. All tables and wares are to be set up before 9:00am September 28th and dismantled no sooner than 5:00pm on September 29th. It is mandatory that all tents and canopies be anchored with either stakes or weights. Booths will not be allowed to dismantle until after 5:00pm on Sunday. Vendors will just close their booths if the need arises.

Vehicle Parking:

A parking permit and instructions will be emailed to you a couple of weeks prior to the festival. If you do not have email, you may pick up your permit at the Rotary booth when you arrive. If you have an ADA parking permit, you may opt to park in the ADA area instead of vendor parking. If you anticipate having any special parking needs, please let us know as soon as possible.

Disposal of Trash and Cooking Oil:

- All boxes are to be flattened before putting in dumpster. Garbage must be placed in the dumpster at the end of each day.
- No approved disposal areas are provided for grease/oil inside the State Park. Oil must be removed by the vendor.

Additional Information:

- The charming atmosphere of our Heritage Festival greatly depends upon dress, displays, and wares recreating the time period of the gristmill's operation 1852-1928. The majority of items offered for sale by each vendor must have a local connection, be handmade by the vendor, or closely represent the time period. Please do your part to enhance this atmosphere by using old time displays, clothing, and colors. **Refrain** from flashing lights, bright colored tape (use rope if needed for crowd control), large signs, garish colors, modern products, and loud noises. **No plastic or flea market items.** Many visitors return because this festival is different from so many others today.
- Sales tax is the vendors' responsibility.
- You are welcome to add festival information to your own websites, if applicable. If you would like your web address added to your business name in festival flyers, space permitting, include it on first page. Deadline must be met to be included in publicity.
- You may request an electronic version of the festival poster or flyer (available late August) to print out for your own advertisement or to give to your customers.