

VENDOR BOOTH and FOOD TRUCK REGISTRATION FORM

Ross Township

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Saylorsburg PA 18353
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ROSS TOWNSHIP COMMUNITY DAY 2022

VENDOR BOOTH REGISTRATION FORM

EVENT INFORMATION

EVENT TITLE		REGISTRATION DEADLINE DATE
Ross Township Community Day 2022		August 15, 2022
EVENT LOCATION NAME		EVENT DATE(S)
VanBuskirk-Haney Community Park		September 17, 2022
EVENT ADDRESS		ACCEPT/REJECT NOTIFICATION DATE
250 Anchorage Road Saylorsburg PA		
PHONE	FAX	EVENT MANAGEMENT POINT OF CONTACT EMAIL
570-992-4990	570-992-4400	Rosstwp3@ptd.net
EVENT website		EVENT Facebook
https://rosstwp.com/		https://www.facebook.com/rosstwpmonroe/

EVENT SCHEDULE

VENDOR MOVE-IN	EVENT HOURS	VENDOR MOVE-OUT
10:00am - 11:30 am	12pm - 4pm	4:15- 4:30pm

EVENT DESCRIPTION

Community day with music, games, vendors and local groups represented.

VENDOR SPACE INFORMATION

SIZE OF VENDOR SPACE		BASE COST
10X10 - spot will be assigned at registration		\$25.00
WHAT WE PROVIDE	WHAT VENDOR WILL NEED TO PROVIDE	AVAILABLE FOR A FEE
Space only	<p>Electricity (if needed) Tables, chairs - tents and canopies are allowed but must be secured.</p> <p>Liability Insurance required with Ross Township listed on declarations page.</p>	

ADDITIONAL INFORMATION REGARDING EVENT SPACE AND AMENITIES

BASE FEE AND ADDITIONAL ITEM FEE PAYMENT INFORMATION

\$25.00 non refundable - checks only made out to Ross Township

VENDOR INFORMATION

VENDOR NAME		REGISTRATION SUBMISSION DATE
EVENT ADDRESS		
PHONE	FAX	EMAIL
VENDOR ID. if applicable		WEBSITE

VENDOR DESCRIPTION

CERTIFICATION

I hereby affirm that all information supplied is true and accurate to the best of my knowledge and belief, and I understand that this information will be considered material in the evaluation of quotations, bids, and proposals. Notice must be given of any change in status impacting the information provided within ten (10) days of said change.

NAME	TITLE
SIGNATURE	DATE

COMPLETED FORM SUBMISSION PROCESS

Please submit liability insurance listing Ross Township on declarations page.

CANCELATION TERMS / FEES

Registration fee is non refundable unless the event is cancelled by Township.

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