



Town of McCandless

9955 Grubbs Road, Wexford, PA 15090
Phone: 412-364-0616 Fax: 412-364-5066
Web: www.townofmccandless.org

2024 APPLICATION FOR COMMUNITY DAY BOOTH

McCandless is pleased to announce its 23rd annual Community Day event, offering spaces to showcase local businesses and groups! With stage entertainment, kids bounce houses & rides, and our signature fireworks, the event is sure to pack in a large crowd on September 14th!

DATES & TIMES:

| | | | | <i><u>special event</u></i> |
|----------|----------------|-------------|----------|------------------------------------|
| Saturday | September 14th | Set-up | 2-3pm | [NA Marching Band opens the event] |
| Saturday | September 14th | Booths Open | 3:30-9pm | [Fireworks at dusk] |

RENTAL FEES per 10x10 Space (Select the appropriate category):

- _____ **\$75.00 per Non-Sales Vendor plus the mandatory donation of a Basket Raffle prize valued above \$50 (*See Guideline #4 for details)**
- _____ **\$125.00 per Non-Sales Vendor with no basket donation**

- _____ **\$125.00 per Sales Vendor plus the mandatory donation of a Basket Raffle prize valued above \$75 (*See Guideline #4 for details)**
- _____ **\$200.00 per Sales Vendor with no basket donation**

Includes one of the following, filled on a first paid / first reserved basis:

- a 10'x10' booth at Town Hall in Parking Lot (limited # of provided booths available)
- a 10'x10' space at Town Hall in Parking Lot (space only, no physical booth provided)
- a 10'x10' grass space in field adjacent to Devlin Park (along Grubbs Rd, space only, no physical booth)

GUIDELINES

1. The Non-Sales Vendor is defined as any organization or business using the booth to distribute information to the community regarding your organization. Selling any service or physical item is prohibited. Free raffles for patrons are allowed with approval of committee. Rental fees will not be refunded.
2. The Sales Vendor is defined as any organization or business using the booth to sell services or items to the community. The sale of alcohol is prohibited. Free raffles for patrons are allowed with approval of committee. Rental fees will not be refunded.
3. Event space is limited and therefore offered on a first come, first served basis **PER CATEGORY**. We are only accepting a maximum of 2 vendors per category. Once we receive your payment, you will be promptly notified of your reservation status.

4. If a vendor chooses the \$75.00 event rate, he/she is required to donate an Auction Basket Raffle Prize to the event. The basket/prize must be valued above \$50. Failure to do so will result in an additional \$50 rental fee, bringing Rental Fee to \$125.00. If a vendor chooses the \$125.00 sales event rate, he/she is required to donate an Auction Basket Raffle Prize to the event. The basket/prize must be valued above \$75. Failure to do so will result in an additional \$75 rental fee, bringing Rental Fee to \$200.00. If necessary, item(s) need to be wrapped and ready to go. The donated prize is due no later than August 31st. Please drop the basket off at the administration office at 9955 Grubbs Rd or arrange a pick-up by a committee member.

5. Parking is limited and on a first come, first served basis. We have a limited number of parking spots for vendors. Additional parking is available at NAI via shuttle.

- Vendor space must be staffed, open, and active during all event hours.
- NO alcohol may be served
- Vendors are responsible for providing tables, chairs, and all other necessary equipment
- All park and Town Hall grounds are NO SMOKING
- NO pets are permitted on grounds at any time
- NO items other than those listed on the application will be permitted for sale

Please direct questions to Abby Lucostic (Parks & Recreation Coordinator)

alucostic@townofmccandless.org or phone: 412-364-0616 ext 124

Please complete the reservation form, return with your check payable to Town of McCandless, to:

Town of McCandless
Community Day Booth Vendor
9955 Grubbs Rd.
Wexford, PA 15090

Reservations are being accepted starting July 19th 2024.

PLEASE PRINT LEGIBLY

Name: _____ **Phone:** _____

Address: _____

Website: _____ **Email Address:** _____

Description of Information Provided at Booth or Items to be Sold:

Auction Basket Items: _____