



PUNXSUTAWNEY  
FESTIVAL  
IN THE  
PARK



JUNE 29 - JULY 6, 2024  
BARCLAY SQUARE

BRINGING THE COMMUNITY TOGETHER FOR A FAMILY FRIENDLY  
ATMOSPHERE WITH WEEK-LONG CONCERTS, FOOD VENDORS,  
ARTISANS, FAMILY ACTIVITIES, KIDS EVENTS, CAR SHOW, AND MORE!

## 2024 NON-FOOD VENDOR APPLICATION

Business Name: \_\_\_\_\_

Owner & Contact Person: \_\_\_\_\_

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

Cell #: \_\_\_\_\_ Secondary #: \_\_\_\_\_

Email Address: \_\_\_\_\_ Website: \_\_\_\_\_

Facebook: \_\_\_\_\_ PA Sales Tax License: \_\_\_\_\_

Description of item(s) to be sold: \_\_\_\_\_

**ALL VENDORS - Please submit photos, website, Facebook page, etc. showing items to be sold.**

**Please indicate the space(s) you are requesting. Permitting fees included.**

10' X 10'	_____ \$150	20' X 10' (FRONT)	_____ \$275	10' X 20'  (FRONT)	_____ \$250	Non-profit	_____ \$100
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**NOTE: APPLICATIONS WILL BE REVIEWED ON A FIRST-COME BASIS. COMPLETING THIS APPLICATION DOES NOT GUARANTEE A SPACE. PLEASE DO NOT ENCLOSE YOUR PAYMENT UNTIL YOU ARE NOTIFIED THAT YOUR SUBMISSION HAS BEEN ACCEPTED.**

Vendor questions may be directed to the Chamber preferably via:  
email at [chamber@punxsutawney.com](mailto:chamber@punxsutawney.com) or by phone (814) 938-7700.

**You must comply with the following operational conditions.**

**Please read the entire application.**

1. Prior to setup vendors must check in
2. Setups will start 2 days prior to the first day of the Festival. Vendors must be setup by 9am the first Saturday of the Festival.
3. Regular hours of operation:
  - a. The park is open from 11:00a.m.–9:00p.m.
  - b. We highly recommend you stay open during park hours but it is understandable if you close due to lack of lighting, severe weather, or other unforeseen circumstances. In these situations, we ask that your early closure does not interrupt the festival activities and guests during that time.
4. Tear down can not be before the last day of the Festival. Tear down needs to be completed by the day after the Festival ends.
5. All vehicles entering the Park must be escorted by a Committee Staff Member
6. Vendor spaces will be identified and marked; please stay within the marks
7. Tents must be EZ Up, First Up, or Carport tents, have four sides, be staked to the ground, and closed at night; no free-standing tents
8. Non Food vendors are not permitted to sell food or beverages.
9. Sidewalks must be kept clear; no selling on sidewalks
10. All items must be completely enclosed each evening with all tables, boxes, and bags inside
11. Vendors are responsible for cleaning around their area at night and placing garbage in dumpsters
12. Electric will not be available, and generators are not permitted; battery lighting only
13. Vendors selling merchandise must include a Pennsylvania Sales Tax Certificate with this application
14. Vendors selling tickets or conducting raffles must include a Small Game of Chance Certificate with this application
15. Vendors must submit a Certificate of Insurance identifying the Chamber as an additional insured
16. Vendors must comply with all relevant government regulations
17. No smoking is permitted in Barclay Square

**NOTES:**

1. **Security is the responsibility of the vendor. The Punxsutawney Chamber of Commerce and the Borough of Punxsutawney will not be responsible for any damage, theft, or injury to vendors' person or property.**
2. **THE CHAMBER RESERVES THE RIGHT TO DEMAND THE REMOVAL OF SIGNAGE, PRODUCTS, HANDOUTS, OR OTHER MATERIALS IT DETERMINES TO BE INAPPROPRIATE, UNSAFE, DISCRIMINATORY, OR OFFENSIVE FOR A PUBLIC EVENT. IF YOU ARE ASKED TO LEAVE, YOU WILL FORFEIT YOUR SPACE RENTAL CHARGE.**

I hereby agree to abide by the rules set forth on the enclosed information sheet. I understand that, if I fail to comply with the rules of the festival, I may be asked to leave and that booth space rental is non-refundable. I hereby relieve the Punxsutawney Area Chamber of Commerce and its agents and/or the Borough of Punxsutawney from any responsibility for damage, theft, or injury to myself, my agents, or property during the "Festival in the Park".

By signing you agree to the conditions set forth in this Application.

\_\_\_\_\_  
**Signature:**

\_\_\_\_\_  
**Date:**

**Please return this completed application to: Punxsutawney Area Chamber of Commerce, Inc.  
102 West Mahoning Street Punxsutawney, PA 15767**