North East Sugar Plum Weekend

Event Contract for Vendors

12/7 - 12/8/2019  Saturday 10:00 a.m.—5:00 p.m.
Sunday Noon – 4:00 p.m.

Location:
First Baptist Church of North East
43 South Lake Street, North East, Pa

The North East Area Chamber of Commerce along with their generous sponsors present our 35th Annual Sugar Plum Weekend Saturday, December 7th through Sunday, December 8th, 2019. This event allows approved vendors to rent space to exhibit their goods in an indoor environment.

Vendor Rules and Regulations

1. Space Rental Fees
   8’x6’ space = $35.00 (double space 16’x6’ = $75)
   *Electric is provided for each space but you must provide your own power cords.
   **You must provide your own table and chairs; we will not provide tables or chairs.

2. Event Set Up
   Date: Saturday, December 7th at 8:00 a.m.
   Event fees are to be paid in full prior to set-up. Please contact us with any questions.
   *The building locks overnight so your items will be secure. The North East Area Chamber of Commerce and its sponsors as well as the location of your vendor site are not responsible for any lost, stolen or broken items or property of the vendors.

3. Vendor Arrival Day of Event
   a. All vendors will be required to be set up and prepared to sell by 9:45 a.m. on Saturday, December 7, 2019. Your space will be marked with your name when you arrive.
   b. Vendors will be required to set up in the designated space marked for their exhibition. Each space will be marked with a vendor name. You are not to set up outside your boundaries or in someone else’s spot. Vendors not adhering to the rules will be asked to leave without a refund.
   c. Vendors must provide their own tables, chairs and power cords. Electric will be provided.

4. Event/Vendor Teardown
   a. Teardown is permitted to begin at 4:00 p.m. on Sunday, December 8, 2019. Tear down is NOT PERMITTED any earlier than 4:00 p.m.

5. Parking
   a. Parking is on a first come first served basis. There is a municipal lot, a parking lot at First Baptist Church, Park United Methodist Church and many street spaces available.

6. Additional Rules
   a. All personal items must be kept behind your table. The North East Area Chamber of Commerce and its sponsors as well as the vendor location are not responsible for stolen, lost or damaged personal items.
   b. For everyone’s safety, no items are to be displayed outside of your marked space. Nothing is to be displayed in walkways or protruding from your space.
   c. In order to be fair to our patrons and our vendors, we try to keep duplicate items to a minimum. You MUST list all items you will be selling. Omitting items could result in removal from the festival.

7. Payment and Contract Agreement
   a. Payment must be made in full at the time contracts are submitted.
   b. Make checks payable to: North East Area Chamber of Commerce
      Memo: Sugar Plum Weekend

*We can also accept credit card payments in the office or over the phone.

Mail, fax, email or drop off contract to:
North East Area Chamber of Commerce
44 W Main St
North East, Pa 16428
Fax: 814-725-3994
holly@nechamber.org

Deadline: November 25, 2019
Keep this page for your records
North East Sugar Plum Weekend

RETURN THIS PORTION OF THE CONTRACT WITH YOUR FULL PAYMENT

Contracts must be received by November 25, 2019.
Please print and complete this form in INK only.

Full Name: ____________________________________________________________
Email Address: ________________________________________________________
Vendor Phone#: Home: ___________________________ Cell: ___________________
Business Name: ______________________________________________________
Vendor Address: ______________________________________________________
Description of item(s) to be sold: _________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

Rental Fees:

_____ $35.00 – single space = 8’x6’ (one table)
_____ $75.00— double space = 16’x6’ (two tables)

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 understand that, if my vehicle is parked illegally, my vehicle will be ticketed and/or towed. I hereby relieve the North East Area Chamber of Commerce and its agents and/or the Borough and Township of North East from any responsibility for damage, theft, or injury to myself, my agents, or property during Sugar Plum Weekend.

Signature_________________________________ Date:________________________

If paying by credit card: ________-________-________-________/_________ (Circle one) VISA MC DISCOVER
 Card Number Exp. Date CVV Code “We do not accept American Express

This contract MUST be filled out in full and must contain payment information before you will be added to the vendor map. Spaces are on a first come/first served basis and will not be reserved without payment in full.

Contracts must be received by November 25, 2019

Please return contract to:
North East Area Chamber of Commerce
44 W. Main St
North East, PA 16428

RETURN THIS PAGE ONLY
Keep the other page for your reference to the rules and regulations