

POLISH AMERICAN FAMILY FESTIVAL & COUNTRY FAIR
NATIONAL SHRINE OF OUR LADY OF CZESTOCHOWA

INSTRUCTIONS:

PLEASE FOLLOW THESE INSTRUCTIONS IN THE ORDER LISTED

- 1) Do not contact the Shrine office with questions
- 2) Review the Vendor Map and Prices
- 3) Contact the Vendor Manager by phone or eMail to determine if the location you are seeking is available (*contact information is on the form*)
- 4) Once a location is agreed upon, complete the **Vendor Information Sheet**
- 5) Sign the **Rules and Regulations** and **Hold Harmless Agreement**
- 6) Complete the **Location Selection Sheet**, indicating the agreed upon location(s), and any additional tables, tents or badges needed.
- 7) eMail your completed forms to **VendorMgr@polishamericanfestival.org**.
Alternately, please mail your completed forms to:
Dan Chmielewski
214 Wayside Drive
Warrington, PA 18976
- 8) Do not send a payment yet.
- 9) Once your application is approved, you will receive an invoice
- 10) Mail the invoice, with payment, to the address on the invoice.

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2017 Vendor Information Sheet

ALL INFORMATION IS REQUIRED

Contact Name: _____

Business Name: _____

Contact Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____

Your Canopy size: _____

PLEASE LIST IN DETAIL THE ITEMS WHICH YOU INTEND TO SELL OR DISPLAY:

FESTIVAL PRICING:

Vendor Applications and locations will be processed in the order received. Prices are based on location, amenities and differ per weekend. Vendors requiring additional space may rent additional locations.

- A table and chair set may be rented per weekend (one 8' table, two chairs).
- 10'x10' canopies may be rented per weekend (in some cases, 10'x20' canopies may be provided, to be shared with adjacent spaces, in place of 10'x10' canopies, at the discretion of the Festival Committee).
- Some locations include a canopy and/or electricity (please refer to the order form).

DATES AND HOURS:

Weekend 1:

- September 2, 2017: Hours TBD
- September 3, 2017: Hours TBD
- September 4, 2017: Hours TBD

Weekend 2:

- September 9, 2017: Hours TBD
- September 10, 2017: Hours TBD

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Contact/Business Name: _____

2017 Rules and Regulations

- The Festival Committee reserves the right to accept or reject any application.
- Reservation payments are non-refundable once your payment is submitted.
- Gates to the festival are not secured overnight, and there is **no overnight security patrol** in the area. Vendors leaving their goods overnight do so at their own risk. **The Shrine of Our Lady of Czestochowa, the Polish American Family Festival & Country Fair and the Festival Committee are not responsible for any articles lost, stolen or damaged while on Shrine grounds. We do not provide any surveillance.**
- Generators are not permitted.
- Vendors must register at the Vendor Registration Booth prior to setup. **The Registration Booth will be located at the church gate.** During registration, your exact location will be provided. The enclosed map locations and your actual location may differ slightly due to various festival additions, township regulations, or other factors. Your location will be clearly marked. Arrangements may be made to set up prior to registration by contacting the vendor manager at VendorMgr@polishamericanfestival.org or by phone (267) 483-7383.
- Vendor's goods or displays may not occupy space outside of their designated area.
- Registration times will follow the following schedule:
 - Saturdays: 7:00 am – 10:00 am
 - All other days: 8:30 am – 10:00 am
- Break down hours will be for 1 hour after close. All exhibitors must be ready to display by noon each day and are expected to remain with their booth during the event and until close.
- For pedestrian safety, vehicles must be removed from the property at 10:00am. Please park in the designated parking area lot once you have unloaded your vehicle. Late arrivals will have to carry their items to the display area. There will be no exceptions. There is limited vendor parking available near the shopper's village. This parking is first come first served.
- Each vendor is responsible for tidying up his or her area.
- Entry to the Festival is by admission badges or wristband. Each vendor will receive 2 admission badges per rented space. It is the vendor's responsibility to transfer vendor passes to your booth workers for the days they will be supporting your booth. These badges do not entitle the bearer to any free amusement rides or food. Normal admission wristbands may be purchased at the entrance gates for additional workers or to gain access to the rides. Additional vendor's badges may be purchased for \$10 each. There is no discount provided for wrist bands.
- No pets of any type or size are allowed.
- Vendors will not sell and/or display any items, advertising or merchandise of a sexual, political or otherwise inappropriate nature. We ask that you respect the sanctity of the Shrine. Any vendor displaying items deemed inappropriate by Shrine and/or Festival staff will be asked to remove the items. Any vendor not cooperating with such requests will be asked to leave the Festival and Shrine grounds without any monetary refund.
- Vendors will not sell any food or beverages without the consent of the Festival Committee.
- Vendors are asked to respect neighboring crafters and vendors, Festival participants, Shrine and Festival Staff. Any vendor causing excessive noise, displaying inappropriate behavior and/or being uncooperative will be asked to leave the Festival and Shrine grounds without any monetary refund.
- Vendors may only interact with patrons in the area immediately in front of their locations. Vendors may not interact or solicit patrons in front of another vendor's location.

HOLD HARMLESS AGREEMENT

Signature below releases The Order of Saint Paul, The First Hermit – The Pauline Fathers, The National Shrine of Our Lady of Czestochowa, The Polish American Family Festival & Country Fair, from any and all personal injury including death, any and all property damage and any other liability of any kind whatsoever arising from the crafters or vendors and their staffs, sales/exhibition and use of the grounds know as Czestochowa Shrine Grounds located in New Britain Township, Bucks County, PA and agrees to indemnify and hold harmless any and all of the above parties, its agents, employees, volunteers, staff etc. against any suit for any personal injury, including death, and all property damage and any liability of any kind whatsoever including any attorney's fees expended by any of the above parties to defend any suit.

The below signee acknowledges that it shall reimburse any and all of the above parties for any damage and all damage to any property known as Czestochowa Shrine, its staff, employees, and volunteers as result of the use and occupancy of the premises by the Crafter or Vendor, their agents, employees or staff, or any person coming upon the premises in connection with the signee's use and occupancy of the premises

Signees agree that the rights and obligations under this agreement shall inure to be binding on its successors and assignees The "Polish American Family Festival and Country Fair", The "Shrine of Our Lady of Czestochowa", or "The Order of Saint Paul, the First Hermit – The Pauline Fathers" will not be held responsible for any theft, bodily injury or damage to property occurring at said Festival and are absolved of any legal proceedings resulting from any legal actions.

By signing this application, you confirm that you have read, understand and comply with the RULES AND REGULATIONS as stated and agree to the Hold Harmless Agreement.

Name (please print) : _____ Your Signature: _____ Date: _____

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Contact/Business Name: _____

2017 Location Selection Sheet

Please refer to the attached map, and make your selections below.

Shopping Village - Inside Spaces A2-A6 B2-B6 C2-C7 D2-D8 E2-E9 F2-F9		Both weekends	Weekend 1	Weekend 2	Number of...	Totals
	Space(s)	<input type="checkbox"/> \$150	<input type="checkbox"/> \$120	<input type="checkbox"/> \$80	x _____ =	\$ _____
	Table Set(s)	<input type="checkbox"/> \$50	<input type="checkbox"/> \$30	<input type="checkbox"/> \$25	x _____ =	\$ _____
	Canopy(s)	<input type="checkbox"/> \$175	<input type="checkbox"/> \$150	<input type="checkbox"/> \$125	x _____ =	\$ _____
	Location number(s) requested _____					
Subtotal						\$ _____

Red Section Spaces #1-15 Shopping Village – Outside Spaces Spaces: A1, B1, C1, D1, E1, F1, G1, A7, B7, C8, D9, E10, F10		Both weekends	Weekend 1	Weekend 2	Number of...	Totals
	Space(s)	<input type="checkbox"/> \$200	<input type="checkbox"/> \$150	<input type="checkbox"/> \$100	x _____ =	\$ _____
	Table Set(s)	<input type="checkbox"/> \$50	<input type="checkbox"/> \$30	<input type="checkbox"/> \$25	x _____ =	\$ _____
	Canopy(s)	<input type="checkbox"/> \$175	<input type="checkbox"/> \$150	<input type="checkbox"/> \$125	x _____ =	\$ _____
	Location number(s) requested _____					
Subtotal						\$ _____

Green Section Spaces #16-26		Both weekends	Weekend 1	Weekend 2	Number of...	Totals
	Space(s)	<input type="checkbox"/> \$500	<input type="checkbox"/> \$375	<input type="checkbox"/> \$275	x _____ =	\$ _____
	Table Set(s)	<input type="checkbox"/> \$50	<input type="checkbox"/> \$30	<input type="checkbox"/> \$25	x _____ =	\$ _____
	Canopy(s)	<input type="checkbox"/> \$175	<input type="checkbox"/> \$150	<input type="checkbox"/> \$125	x _____ =	\$ _____
	Location number(s) requested _____					
Subtotal						\$ _____

Yellow Section Spaces #27-28 15'x15' Spaces #31-36 Note: Spaces 31-36 include electricity (you must provide your own extension cord. 100' cord recommended)		Both weekends	Weekend 1	Weekend 2	Number of...	Totals
	Space(s)	<input type="checkbox"/> \$500	<input type="checkbox"/> \$375	<input type="checkbox"/> \$275	x _____ =	\$ _____
	Table Set(s)	<input type="checkbox"/> \$50	<input type="checkbox"/> \$30	<input type="checkbox"/> \$25	x _____ =	\$ _____
	Canopy(s)	<input type="checkbox"/> \$175	<input type="checkbox"/> \$150	<input type="checkbox"/> \$125	x _____ =	\$ _____
	Location number(s) requested _____					
Subtotal						\$ _____

Blue Section Spaces #37-43 Note: Spaces in this section include a canopy and electricity (you must provide your own extension cord. 100' cord recommended). Space 37 is 15x10 but includes no canopy		Both weekends	Weekend 1	Weekend 2	Number of...	Totals
	Space(s)	<input type="checkbox"/> \$800	<input type="checkbox"/> \$575	<input type="checkbox"/> \$450	x _____ =	\$ _____
	Table Set(s)	<input type="checkbox"/> \$50	<input type="checkbox"/> \$30	<input type="checkbox"/> \$25	x _____ =	\$ _____
	Location number(s) requested _____					
	Subtotal					

Extra Entry Badges: Qty ____ x \$10 \$ _____
 Subtract reservation deposit (if any) \$ - _____
Grand Total – Do NOT Send Payment \$ _____

eMail completed forms to: VendorMgr@polishamericanfestival.org
 ~ or ~

Mail to: Dan Chmielewski, 214 Wayside Drive, Warrington, PA 18976
DO NOT SEND A PAYMENT WITH THESE FORMS

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The white arrows indicated the traffic flow and must be followed

