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Mayor

Mike Slusser
Office of Special Events

WILKES-BARRE CITY



PENNSYLVANIA

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The City of Wilkes-Barre's Annual **Old Fashioned Fourth of July**

Thursday, July 4, 2024

Noon to 10 PM

Kirby Park, Wilkes-Barre, PA



Craft Vendor Application

Please send the completed application, proof of insurance naming *The City of Wilkes-Barre* as an additional insured, and vendor fee check, made payable to *The City of Wilkes-Barre*, by Friday, June 28th to: Special Events, 40 East Market St., Wilkes-Barre, PA 18711

Business Name: _____

Address: _____ **City/State/Zip:** _____

Contact Name: _____

Phone: _____ **Email:** _____ @ _____

Description of Items for sale: _____

- I will set up ___ 10' x 10' space at \$100 each and ___ additional spaces at \$50 each, for a total of \$_____.
- I will need _____ amperage

Non-Food Vendor

Hereinafter known as the vendor, intending to be legally bound, agrees as follows:

1. Vendor agrees to provide services for attendees of the 4th of July Celebration in Wilkes-Barre's Kirby Park as follows: **Thursday, July 4, 2024; 12:00 noon until the park closes**
2. **Set-up will take place on Thursday, July 4th at 8:00 a.m.** Vendor location will be assigned.
3. **Vendor space(s) are 10' X 10' and must be purchased prior to the event for the amount of \$100.00 each. Craft trailer space(s) must be purchased for \$125.00.** Space(s) will not be sold after June 28th and anyone who sets up without a prepaid space(s) will not be allowed to vend at the event. **If you need additional space, you must purchase extra 10' x 10' spaces at \$50.00 each prior to the event. A \$30.00 Special Events Permit is also required and should be made payable to the City of Wilkes-Barre in a separate check.**
4. Vendors must provide their own set up tent/tables.
5. **Please return one copy of the signed contract with the two checks payable to the City of Wilkes-Barre by June 28, 2024**
6. **Rain or Shine - No refunds**
7. Vendor will have their own broad form comprehensive general public liability insurance, including premises operation, independent contractor, products liability and contractual liability provisions in accordance with the terms and conditions of this agreement.
8. Vendors will be solely responsible for the Pennsylvania sales tax, any other gross receipts tax and any other tax levied by any government agency with respect to sales or activity of vendor under this agreement.
9. The City of Wilkes-Barre will not provide security for operating and non-operating hours and will be held harmless for any claims of theft, vandalism, casualty or other loss whether or not said casualty or loss is covered by insurance, with respect to vendor's personal property left on the location before, during, and after operating hours.
10. **Please bring an extension cord - minimum 100 feet / maximum 150 feet.** (Electricity for food vendors will take priority.)
11. Craft vendors are not permitted to sell or give away any food or beverages.
12. Craft vendors are not allowed to sell "silly string" or **any type of fireworks, including sparklers.**

If you agree to the terms of this contract, please fill out the attached form and return with checks made payable to the City of Wilkes-Barre no later than **Friday, June 28, 2024**