

OFFICE LOCATION:
110 BELL TAVERN ROAD
PHONE: 610-269-1989
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MAILING ADDRESS:
110 BELL TAVERN ROAD
DOWNINGTOWN, PA 19335



2010 VENDOR REGISTRATION FORM

Business Name: _____

Address: _____

Contact Person: _____ Email: _____

Phone: _____ Cell Phone: _____

Please provide a brief description of your business or organization:

Please check which event or events you are interested in attending and type of participation:

Kids Day at Lowes, Saturday, May 8, 2010; 10:00am-1:00pm (rain or shine)

*Registration due no later than April 30, 2010

_____ Vehicle Display (no fee)

_____ Activity (no fee)

Kids Day in the Park, Saturday, September 25, 2010; 10:00am-2:00pm (rain date Oct. 2)

*Registration due no later than September 13, 2010

_____ Table Vendor (registration fee of \$40)

_____ Activity Vendor (registration fee of \$40)

_____ Food Vendor (registration fee of \$50)

Halloween in the Park, Saturday, October 23, 2010; 2:00pm-4:00pm (rain date Oct. 24)

*Registration due no later than October 15, 2010

_____ Table Vendor (\$15 registration fee OR free if registered for Kids Day)

_____ Activity Vendor (registration fee of \$15 or free if registered for Kids Day)

_____ Food Vendor (registration fee of \$50)

Movies in the Park, Friday Evenings: June 18th, July 16th, August 20th (rain date TBD)

*Registration due no later than June 11th, July 9th or August 13th

_____ Food Vendor (registration fee of \$30, includes all 3 summer movies)

_____ Activity Vendor (registration fee of \$25)

LOCAL GOVERNMENT THE BACKBONE OF DEMOCRACY

Each event has a limited amount of vendor space. If interested in any of the events, please submit your registration application, along with payment, as soon as possible. The Parks & Recreation Board has the right to approve applications upon their discretion. We try not to include multiple applicants, with the same type of business, to avoid conflicts during the event.

Registration fees (if applicable) should be made payable to **East Caln Township**. Registrations must be received no later than the date noted for each event. The required fee covers the cost of the supplied table, chairs and table covering (canopy coverage included during 'Kids Day' only). Please mail this form along with payment to:

East Caln Township
Attn: Park and Recreation Board
110 Bell Tavern Road
Downingtown, PA 19335

Please email questions to ParkRec@eastcalntownship.com or call the office at 610-269-1989. A representative from the Parks and Recreation Board will get back to you as soon as possible.

Changes this year

Due to the economy, we have lowered or eliminated our registration fees. We are grateful to the continued support our past vendors have given us and hope to have you join us again this year. We have committed to making these events "free" to our community and appreciate your help.

In addition, there are a few regulations we have set in place to obtain a comfortable experience for all those attending our park. Please review these and sign the bottom of this form when submitting your registration.

- 1) All vendors will be notified by a Park & Recreation Board member upon approval of their registration. The board member will be their main point of contact for the event and will help with any questions you may have about that event.
- 2) Some of our busier events will require that you move your vehicle to an assigned parking area. If this is the case, you will be provided with a parking permit to place on your dash board.
- 3) If attending our event, we ask that any advertisements of your company stay with you at your table. You are welcome to hand them out at your table when a community guest visits your area. We do not allow solicitation during structured events.
- 4) Please be respectful of your neighboring vendor. We are all at the event to provide enjoyment to the community members and a professional demeanor is appreciated.
- 5) All activities at a vendor table must be approved by the board. Selling of items and/or food items must be approved by the board ahead of time.

Signature _____

Date: _____

(Please contact us via email or call the township at 610-269-1989 with questions. Thank you.)