

OFFICE LOCATION:  
110 BELL TAVERN ROAD  
PHONE: 610-269-1989  
FAX: 610-269-9183

MAILING ADDRESS:  
110 BELL TAVERN ROAD  
DOWNTOWN, PA 19335



### 2012 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 12, 2012; 10:00am-1:00pm (rain or shine)  
\*Registration due no later than May 4, 2012  
\_\_\_\_\_ Vehicle Display (no fee)
- Kids Day in the Park**, Saturday, September 22, 2012; 10:00am-2:00pm (rain date Sept. 29)  
\*Registration due no later than September 7, 2012  
\_\_\_\_\_ Table Vendor (registration fee of \$50)  
\_\_\_\_\_ Food Vendor (registration fee of \$75)
- Halloween in the Park**, Saturday, October 27, 2012; 2:00pm-4:00pm (rain date Oct. 28)  
\*Registration due no later than October 19, 2012  
\_\_\_\_\_ Table Vendor (\$15 registration fee OR free if registered for Kids Day)  
\_\_\_\_\_ Food Vendor (registration fee of \$50)
- Movies in the Park**, Friday Evenings: June 15<sup>th</sup>, July 20<sup>th</sup>, August 17<sup>th</sup> (rain date TBD)  
\*Registration due no later than June 8<sup>th</sup>, July 13<sup>th</sup> or August 10<sup>th</sup>  
\_\_\_\_\_ Food Vendor (registration fee of \$30, includes all 3 summer movies)  
\_\_\_\_\_ Activity Vendor (no registration fee)

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](mailto: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.

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***Please read the following guidelines, sign and return form with payment.***

The regulations we have set in place are 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) If providing a mascot and/or dressing in costume to promote your business, prior approval must be granted by the board. Please notify us prior to event for approval or you may be asked to remove that particular person from your area. We do ask that no full face make-up be worn (exception of a mascot with head), due to past concerned guests.
- 5) 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.
- 6) All activities at a vendor table must be approved by the board. Selling of items and/or food must be approved by the board ahead of time. If not previously approved, you may be asked to remove said items and/or stop selling of items.

Signature \_\_\_\_\_

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

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