



Thursday, June 3, 2021	5:00 PM – 10:00 PM
Friday, June 4, 2021	5:00 PM – 11:00 PM
Saturday, June 5, 2021	12:00 PM – 11:00 PM
Sunday, June 6, 2021	12:00 PM – 6:00 PM

Strawberry Festival Promotional Vendor Application

Business Name: _____

Contact Name: _____

Address: _____

Contact Number: _____ Email Address: _____

Website: _____

Description	Vendor Fees	Amount Due
PROMOTIONAL VENDOR FEE Reserves a 10' wide x 10' deep space Three or Four Day reservations only (no exceptions)	\$400	
FEE FOR ELECTRICITY - Generators are not allowed Electricity for 4 days- access to two 110V plugs Electricity is limited and will be provided on a first come, first serve basis. Requests for electricity WILL NOT be accepted after April 30, 2021.	\$25	
Full Payment plus \$100 security deposit (separate payment) is required for acceptance. <i>* Note, the security deposit is refundable as long as your space remains open for the duration of the event and you leave your space free and clear of trash/debris.</i>	\$100 (separate check)	
Full Payment is required for acceptance. Make checks or money orders payable to "Rotary Club of Coatesville Foundation" (For credit card payments, complete Credit Card Payment Form)	TOTAL AMOUNT ENCLOSED	

Please check one indicating your arrival day: ☐ Thursday, June 3 -or- ☐ Friday, June 4

* Canopies are required and must be supplied by the vendor.

* Set-Up Times for Thursday and Friday are 9 AM – 3 PM. These Times are Strictly Enforced.

What is a Promotional Vendor? Promotional vendors are those who market their product, business or services only and are not selling an item at the Festival.

Application Procedure: You will be notified via email of your acceptance. We will notify you in a timely manner. Those accepted will receive space assignments and set-up information in mid-May. In addition to your vendor fee, we ask for a separate payment of a \$100 security deposit. This will remain uncashed as long as you leave your space clean and remain with your booth set-up until festival closing on Sunday at 6 pm. If you fail to comply, we will keep your security deposit and you will not be asked to return.

*****Spaces are limited and will be assigned on a first come first serve basis. *****

APPLICATION DEADLINE: APRIL 2, 2021

Mail application to:

Rotary Club of Coatesville, 279 Hurley Road, Coatesville, PA 19320

VENDOR FAIR - RULES AND REGULATIONS

We invite you to participate by completing the application no later than **June 12**.

- **Application acceptance and space assignments are at the discretion of the Festival Management.**
- **Canopies are required and must be supplied by the vendor.**
- Booth space and areas immediately in front of and behind rented space must be cleaned (free of trash) each night.
- Going beyond designated booth size (10'x10') will result in a charge for an additional space.
- Absolutely no consumption or possession of alcoholic beverages is permitted outside of designated areas.
- No Pets Allowed On Festival Grounds. Anyone found with a pet on the premises will be asked to leave immediately with NO REFUND.
- Vehicles are not permitted on Festival grounds after opening hours. This will be strictly enforced.
- Parking in designated spaces with permit only.
- Vendors must not block Hospital entrance and delivery lane.
- No refunds will be given.
- You may not conduct any type of entertainment activities (i.e. face painting, sand art, clowns, etc.),
- Vendors may not camp or park campers/trucks on hospital grounds. Local campgrounds are: Philadelphia/ West Chester KOA (610)486-0447; Birchview Farm Family Campgrounds (610) 384-0500; and Hidden Acre Campgrounds (610) 857-3990. Local hotel: Courtyard by Marriott, Coatesville (610) 380-8700.
- Booths cannot be taken down prior to festival closing on Sunday at 6:00 p.m. No exceptions. Non-compliant vendors will not be invited back.
- Selling of stink bombs, pyrotechnics, or any other projectile items is prohibited. Non-compliant vendors will be required to leave the grounds immediately. No refund will be made.
- Amplified sound in vendor selling area is strictly prohibited.
- Vendors must carry General Liability insurance with an occurrence limit of at least \$1,000,000 for their activities. Please read the attached letter concerning the required Certificate of Insurance. If you are accepted as a promotional vendor, please follow the instructions in the letter.
- The Rotary Club of Coatesville and all other entities involved with the festival are not liable for personal injury, loss, damage, theft, breakage, or destruction of merchandise on exhibit at your booth.
- There will be a security guard on-site overnight at the festival grounds for the duration of the Festival. However, we do not recommend you leave valuable property in your booth overnight. Exhibitors are responsible for the loss or damage to any property left at the Festival overnight.

Violation of these rules will result in the uncompensated and unconditional closing of your booth.

Your signature below acknowledges that you have read and agree to abide by these rules.

*Please sign and include a photograph of your display as well as photographs of all items to be sold
Failure to sign rules and regulations could result in forfeiture of your application.*

Signature - Participant

Date

**Rotary Club of Coatesville, 279 Hurley Road, Coatesville, PA 19320
610-888-3611 Email: strawberryfestival@coatesvillerotary.org**



2021 Strawberry Festival Promotional Vendor Application

Credit Card Payment Form

By supplying the following information, your credit card will be charged for the full fee*, as per your application, upon your acceptance as a Craft Vendor at the 2021 Strawberry Festival from June 3 - 6 on the grounds of Brandywine Hospital/Tower Health, Caln Township, PA.

- Please submit a separate check or money order payable to "Rotary Club of Coatesville Foundation" for your \$100 security deposit.

Business Name: _____

Credit Card Number: _____ Expiration Date: _____

CCV code (3 or 4 digits): _____

Name on Credit Card: _____

Billing Address of Credit Card: _____

Phone number: _____

Email: (for confirmation of charge) _____

Authorized signature: _____

This form will be shredded after use or if not accepted as a vendor.

Rotary Club of Coatesville
279 Hurley Road, Coatesville, PA 19320
610-888-3611
Email: strawberryfestival@coatesvillerotary.org



New Dates
2021 Rotary Club of Coatesville
Strawberry Festival
June 3 to June 6, 2021

Dear Vendor,

The Rotary Club of Coatesville is pleased that you are participating in the 2021 Rotary Club of Coatesville Strawberry Festival. We are looking forward to this tremendous community event that supports our charitable work in the greater Coatesville community and a time to come together after battling the COVID-19 virus. We are still mindful that COVID-19 may still impact the Festival but we are working closely with local government and health officials as we plan for this year.

In preparation for the festival, we have been in the process of making numerous changes in transitioning the operations from the Brandywine Health Foundation to the Rotary Club of Coatesville and the Rotary Club of Coatesville Foundation which began in 2019. One of the critical components of the transition is securing insurance coverage.

We have been informed by our insurance provider that we need to revise the endorsements on all **Certificates of Liability Insurance** that we require from each of our vendors with an occurrence limit of at least \$1,000,000. In that regard, we are asking all vendors to secure certificates from their *General Liability and Commercial Umbrella Liability* insurers that contain the following endorsement as **Additional Insureds**:

➡ **The Coatesville Rotary Club, Inc. and the Rotary Club of Coatesville Foundation, Inc. their Officers, Directors, Trustees, Members, Volunteers, Agents and Representatives and Brandywine Hospital/Tower Health.** ⬅

A Certificate of Insurance with the above endorsement must be issued to the Rotary Club of Coatesville, Inc. and the ***Rotary Club of Coatesville Foundation, Inc.*** etal c/o ***Michael S. Givler, 279 Hurley Road, Coatesville, PA 19320*** by **Monday, May 3, 2021**. All Certificates of Insurance will be reviewed by our insurance agent for compliance.

We appreciate your cooperation in supplying this important certificate and look forward to your participation in the 2020 Rotary Club of Coatesville Strawberry Festival.

Best regards,
Michael S. Givler
Treasurer- Rotary Club of Coatesville Foundation, Inc.
610-383-4197
rotarystrawberryfestival@gmail.com