

OBPA 2019 VENDOR REGISTRATION FORM

All events take place on the Town Square at 100 Market St. Orwigsburg, PA 17961

Vendor Fees

For a 10x10 space

Return at least 3 weeks prior to the event date by mail

OBPA Members

Farm to Square

Vendors: \$10

Non-Profit Organizations: \$5

Heritage Day

Vendor: \$10

Non-Profit Organizations: \$5

Non-OBPA-Members

Farm to Square

Vendors: \$20

Non-Profit Organizations: \$10

Heritage Day

Vendor: \$40

Non-Profit Organizations: \$10

Vendors Selling Alcohol

Vendor fee is waived, must send in your special event permit in lieu of registration fee

***Only one direct sales representative per company please email
orwigsburgbusinesspa@gmail.com to inquire if needed***

\$_____ Farm to Square- where wine, farmers and families meet – Thursday, August 8th -5:00-8pm

\$_____ Heritage Day Celebration- Saturday, September 7th- 10am-3pm

\$_____ Total Vendor Fees Due

Make Check Payable To: OBPA

Return at least 3 weeks prior to the event date by mail

Vendor Contract Guidelines:

- Please attach a copy of food safety certificate if selling prepared food.
- Please attach a copy of liquor license if selling/serving alcohol.
- All food vendors must follow FDA food handling requirements.
- Please be set up and ready to open for the event start. All equipment must fit in designated space.
- All canopies must be secured with sand bags or another object to prevent them from lifting up from the wind; however, you can't put holes into the macadam or sidewalks.
- All exposed power cords must be secured to prevent a tripping hazard.
- There will be no refunds given for any reason.
- You are responsible to clean up your vending area at the end of the event. Trash receptacles will be available for you to dispose your refuse.
- We expect all participants to stay until the event end time. You will not be able to take down your stand until the event ends.
- All generators must be quiet running models. They must be placed behind your stand and out of harm's way.

*** Special note: Electrical outlet usage is not available unless prior approved by the Vendor Chair**

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Please return this page

Only one direct sales representative per company will be accepted at each event

Business Name & Contact Person: _____

Address: _____ Phone: _____

Email: _____

What will you be doing as a vendor? _____

Are you an OBPA Member? (Please circle): Yes / No / No, but I would like info

Are you selling prepared food? Yes / No

If yes, please send in proof of your Food Safety Certificate

Are you sampling or selling alcohol? Yes / No

If yes, please send in proof of your license & permit for the event you are registering

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(Check which events you wish to register for)

[Make Check Payable To: OBPA](#)

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The undersigned agrees to hold the Borough of Orwigsburg and the Orwigsburg Business and Professional Association harmless from any liability for any personal injuries or property damages resulting from their participation in the aforementioned events being held by the Orwigsburg Business and Professional Association.

By signing below, I hereby acknowledge and agree that I have read the aforementioned information and guidelines and agree to abide by all terms of this correspondence.

Signature

Date

Printed Name and Title

Return at least 3 weeks prior to the event date by mail to: OBPA Vendor

209 N. Warren St

Orwigsburg, Pa 17961

Any Questions regarding vendor space or availability can be sent to

Contact: orwigsburgbusinesspa@gmail.com

Subject Line: Vendor Information

Checklist for return: payment, signed registration form, copy of current Food Safety Certificate (if selling prepared food), copy of liquor license (if serving/selling alcohol).