

CommUnity Day



Join the Fun! Vendor Application Form

Sunday August 20, 2023, Reserve your space as soon as possible. Space will be assigned on a first come, first served basis.



501 East Miner St | West Chester, PA | www.meltoncenter.org

Application

Business Name: _____

Address: _____

Product/Service: _____

Vendor Requirements:

1. ALL food vendors must adhere to Chester County Health Dept. (CCHD) guidance and must be consulted prior to the event. Please return CCHD Food Facility paperwork with this application.
2. Vendors will share the event across all social media channels (SM) beginning on 6/1/23. Vendors should tag the Melton in these SM posts where possible. Vendor should begin sharing the event daily ONE WEEK before the event date.
 - 2a. Please join the event Facebook page here: _____
3. Vendors must provide their own equipment, i.e., tables, chairs, etc.
4. All fees are non-refundable. No electricity or running water is available and must be provided if needed. Accessible restrooms are on site.
5. Set-up will begin at 9 am. Please **do not** arrive any later than 10:15 am to set up.
6. Break down will only begin at 3:30 pm, NOT BEFORE, and you will have until 5PM for break down. All vendors must stay for the duration of the event. Vendors are responsible for leaving their area in the same condition as they found it.
7. We reserve the right to censor any booth.

8. We will advertise for the event on multiple social media outlets and local editorials. We are expecting at least 700 people at the event.

Please select your vending type for the Annual Community Day Celebration below;

Fee: \$35.00 – Non-profit \$75.00 – Vendor \$100.00 – Food Truck

Power: YES NO **If YES, YOU MUST supply your own generator and electrical cords.**

Contact Person: _____

Telephone: _____

Email: (Required): _____

Signature: _____

**Checks, money orders, and PayPal are made payable to: The Melton Center
Sending via USPS, please send to 501 E. Miner St., West Chester, Pa 19382**