



**South Fayette Community Day  
Vendor & Sponsor Registration**

Parks & Recreation / Paula Simmons, Recreation Director  
psimmons@sftwp.com / 412-221-8700 x 217  
www.SouthFayettePA.com/CommunityDay

**South Fayette Community Day • Saturday, August 25, 2018 • 11 AM – 5 PM • Fairview Park**  
**NEW! Register online at [www.SouthFayettePA.com/recreation](http://www.SouthFayettePA.com/recreation)**

Name of Company/Organization \_\_\_\_\_

Contact Person \_\_\_\_\_ Website \_\_\_\_\_

Address \_\_\_\_\_ City/St/Zip \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

**I am signing up for** (check all that apply):

- Vendor Space** (no sponsorship)     **Sponsorship** (with booth)     **Sponsorship** (no booth)     **Raffle Donation**

**Raffle Donation** (basket, gift card): \_\_\_\_\_ Choose one: Deliver in advance    Deliver on event day    Need it picked up

**Booth Description** (items sold, activities): \_\_\_\_\_

**VENDOR SPACE OPTIONS**

Select all that apply		Fee (per space)	Total Fee
	Nonprofit Booth (Resident)	\$25	
	Nonprofit Booth (Non-Resident)	\$50	
	Professional Booth	\$100	
	Food Vendor (no electricity)	\$100	
	Food Vendor (with electricity)	\$175	
	Each Additional Space	Add ½ fee	
	Sponsorship (includes space)	See sponsor chart	
	Late Fee (after July 31)	Add \$25 per space	
	<b>GRAND TOTAL</b>		

Vendor spaces are first come, first served. We reserve the right to limit the number of booths with similar purposes. Vendor spots have approx. 10 feet of frontage (10'x10' tents work well). The following will **not** be provided: booth/tent, table, chairs or electricity. A limited number of food vendor spots with electricity are available for an additional fee. Otherwise, bring your own generator. If payment is received after 7/31/18, a late fee of \$25 per space must be applied. Food vendors must provide proof of insurance. No refunds due to vendor cancellation or weather. Vendor layout and space number will be supplied to you no later than one week before the event. Vendors must stay for the entire event period. **Setup: 7 AM – 10 AM. Cleanup: After 5 PM.**

**SPONSORSHIP OPTIONS & BENEFITS**

SELECT ✓ SPONSOR LEVEL >							
Sponsor Levels & Benefits <small>Sponsorships accepted through July 31.</small>	Green \$2,500 +	Emerald \$2,000 - \$2,499	Platinum \$1,500 - \$1,999	Diamond \$1,000 - \$1,499	Gold \$500 - \$999	Silver \$250 - \$499	Bronze \$200 - \$249
Special Incentives (call for details; 1 title sponsorship available at higher rate)	✓						
Name Announced throughout Event	✓						
Logo on Event Bag	✓	✓					
Directed Sponsorship Sign	Main Stage	Community Stage	Activity				
Logo on Official Poster (Art due June 18)	✓	✓	✓	✓			
Individual Facebook Shout-out	✓	✓	✓	✓			
Free Ad in SF Connect Magazine	Full Page	2/3 Page	Half Page	Quarter Page	Business Card		
Event T-shirts	Logo	Logo	Logo	Name	Name		
Website & Social Media Listing	Logo & Link	Logo & Link	Logo & Link	Logo	Name	Name	
Sponsor Signs	Logo	Logo	Logo	Logo	Name	Name	Name
Event Programs	Logo	Logo	Logo	Logo	Name	Name	Name
Vendor space included	✓	✓	✓	✓	✓	✓	✓

**REGISTRATION OPTIONS**

1. Register online at [www.SouthFayettePA.com/recreation](http://www.SouthFayettePA.com/recreation) (processing fee applies) **OR**
2. Complete and return (1) the Vendor/Sponsor Form, (2) the signed Release and Indemnification Form, and (3) a check, made payable to **South Fayette Township**, no later than **July 31, 2018**, to:

**South Fayette Township / Attn: Paula Simmons, Recreation Director / 515 Millers Run Road / Morgan, PA 15064**

**OFFICE USE ONLY:**

Date Received \_\_\_\_\_ Total \$ \_\_\_\_\_ Booth # \_\_\_\_\_



**South Fayette Community Day  
Release and Indemnification Agreement**

I/we, \_\_\_\_\_, as a participant in South Fayette Community Day scheduled to be held on Saturday, August 25, 2018, in Fairview Park in South Fayette Township, do hereby agree to the terms in this agreement.

I/we release and forever discharge South Fayette Township, South Fayette Community Day volunteers and individual agents, attorneys, and assigns from any and all actions, claims, and demands for, upon or by reason of any damage, loss, injury or theft which may be sustained by me/us during this South Fayette Community Day.

This release extends and applies to and covers all known, unknown, unforeseen, and unanticipated injuries, damages, loss and liability, and consequences thereof. The provisions of any state or federal law providing that this release does not extend to claims, demands, injuries or damages, which are unknown or unsuspected to now exist, are hereby expressly waived.

I/we further agree to indemnify and defend the above named parties from, and reimburse said parties for, any cost, claim, loss, or liability suffered directly or from a third-party claim arising out of or related to any activity of mine/ours during or in connection with the South Fayette Community Day in my/our possession or control. The above named parties shall have no liability to me/us for any injury, loss, theft or damage caused by third parties during or in connection with the South Fayette Community Day.

I/we understand that pictures may be taken of myself and/or my booth and can be used for township publication, social media and any public relations purpose.

If I/we participate in the event with a vendor space, I/we agree to the following vendor guidelines and requirements:

1. Vendors will cooperate with all instructions provided by Community Day event staff. (When vendors arrive for setup, event staff will direct vendors to their booth space and provide parking instructions.)
2. **Setup Hours: 7 AM-10 AM.** Vehicles must be removed from event area by 10:15 AM. Late arrivals are **not** permitted to take a vehicle to the booth space.
3. **Cleanup Hours: after 5 PM.** Vendors must remain for entire event period. Vendors that end operations early will forfeit future opportunities for priority event registration.
4. For pedestrian safety, no vehicles are allowed in the event area until **after 5 PM.**
5. All **food vendors must provide proof of insurance**, with South Fayette Township listed as 'additional insured.'

**BY SIGNING, I/WE ACKNOWLEDGE THAT I/WE HAVE CAREFULLY READ THIS RELEASE AND INDEMNIFICATION AGREEMENT. I/WE UNDERSTAND THE POTENTIAL DANGERS AND THAT I/WE ARE WAIVING CERTAIN RIGHTS AND ASSUMING THE RISK OF DAMAGES FROM MY/OUR PARTICIPATION. I ALSO ACKNOWLEDGE THAT MY TYPED SIGNATURE HERE HAS THE SAME FORCE AND EFFECT AS MY HANDWRITTEN SIGNATURE.**

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_