



# AUTUMN TIMBER FESTIVAL SPECIALTY VENDOR APPLICATION

- WHERE:** Shawnee Mountain Ski Area  
401 Hollow Road, East Stroudsburg, PA 18301
- WHEN:** Saturday, October 12 & Sunday, October 13, 2019  
11:00 am to 5:00 pm both days
- SET-UP:** **Day before event** – Friday, October 11, 2019 from 11:00 am to 6:00 pm  
**Day of event** – Saturday, October 12, 2019 from 7:00 am to 10:00 am  
*All additional vehicles **MUST** be moved out of the festival grounds by 10:00 am on the day of the festival. Necessary inspections will begin prior to opening.*
- DEADLINE:** All applications must be submitted by August 25, 2019.
- VENDOR SPACE:** Booth space is limited to a single 12'x12' booth (including all wires, stakes, poles, etc.) with a good roof that can withstand wind, rain and other inclement weather. Come prepared for all types of weather. You must secure your booth in case of windy conditions. All items being sold or displayed must be contained in booth space.
- ELECTRICITY:** Vendors must list all electrical connections on application. Electrical arrangements must be made prior to your arrival. 15 amp/110 volt only. Last minute electrical changes will not be accepted. All generators must be approved by Ski Shawnee, Inc.
- WEATHER:** The festival will not be cancelled because of rain. This is an outdoor event; be prepared for any type of weather. Tents, canopies and pop-ups must be secured to withstand the weather.
- CERTIFICATE OF INSURANCE:** A current Certificate of Insurance is required for all vendors naming Ski Shawnee, Inc. as an additional insured. Certificate of Insurance is required before set-up.
- REQUIREMENTS:** The exhibitor will be responsible to be open during the entire festival. You cannot vacate early. Your booth must be neat, attractive and well-maintained. Signage with visible and clear pricing is required. You are responsible for setting up, maintaining and removing your own booth, merchandise and trash.
- CONTACT US:** Nancy Fish – Festival Vendor Coordinator  
Phone: 570-421-7231 ext. 255  
Fax: 570-421-4795  
Email: nfish@shawneemt.com  
Mailing Address: Shawnee Mountain Ski Area  
PO Box 339, Hollow Road  
Shawnee-on-Delaware, PA 18356  
Attn: Festival Committee
- APPLICATION CHECKLIST:** Please mail, fax or email the following items for approval:
- Application
  - Payment
  - Affirmation & Liability Release
  - Certificate of Insurance
  - Photo of your booth / any high-quality photos for our website and advertising

**KEEP THIS COVER SHEET FOR YOUR INFORMATION**



# AUTUMN TIMBER FESTIVAL SPECIALTY VENDOR APPLICATION

Business Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Street or PO Box: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail Address (required): \_\_\_\_\_

Nature of goods to be sold: \_\_\_\_\_

Were you a vendor last year / Do you want the same space?: \_\_\_\_\_

Number of vehicle passes (max 2): \_\_\_\_\_ Anticipated date & time of set-up: \_\_\_\_\_

Do you have (please circle): Facebook, Twitter, Instagram Hashtag: \_\_\_\_\_

The deadline is August 25, 2019. Vendor hereby requests permission to display and sell the products and/or services listed above. Further, the AUTUMN TIMBER FESTIVAL, (ATF) and Ski Shawnee, Inc. (SSI), reserves the right to approve any product/item a vendor may wish to sell or dispense as well as limit the number of concessions selling the same product/item. DO NOT bring items to the Festival unless previously approved. On the day of the Festival, our standards committee will be monitoring compliance.

I have read and understand and will abide with AUTUMN TIMBER FESTIVAL general information, procedures, rates and conditions.

By signing this application, I acknowledge that the Festival is subject to various weather conditions and state and federal safety and health regulations. No refund of application fees. Exhibits must remain open until closing.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please Print Name: \_\_\_\_\_

*The above named has read and understands the general information, procedures and conditions and seeks admission as a concessionaire.*

*Ski Shawnee, Inc. reserves the right to refuse any application.  
Submission of this application does not guarantee a space.*



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\_\_\_\_\_ **12'x12' Vendor Space** **\$250.00** = \$ \_\_\_\_\_  
\$300 if paid after August 25, 2019

\_\_\_\_\_ **Electricity (15 amp/110 volt only)** **\$60.00 (per line)** = \$ \_\_\_\_\_  
Extension cords & lights not provided  
Above 15 amps or 110 volts,  
call Jim Tust @ 570-421-7231 ext. 221

**Total Amount Enclosed** = \$ \_\_\_\_\_

**NOTE:** Electrical arrangements must be made prior to your arrival. Last minute electrical changes will not be accepted. **(NO GENERATORS PERMITTED EXCEPT WITH SSI AND ATF APPROVAL!)**

### PAY BY CHECK

Please make all checks payable to **Ski Shawnee, Inc.**

### Mail to:

Shawnee Mountain Ski Area  
PO Box 339, Hollow Road  
Shawnee on Delaware, PA 18356  
ATTN: Festival Committee

### PAY BY CREDIT CARD

By supplying the following information, your credit card will be charged for the full fee, as per your application, upon your acceptance as a Vendor at the AUTUMN TIMBER FESTIVAL on October 12 & 13, 2019.

Business Name: \_\_\_\_\_

Please Circle:    Visa    MasterCard    American Express    Discover

Name on Credit Card: \_\_\_\_\_

Card #: \_\_\_\_\_ Exp: \_\_\_\_\_ / \_\_\_\_\_

Security Number: \_\_\_\_\_

Billing Address of Credit Card: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

If you are not accepted for the Festival your payment will be returned by September 22, 2019.



## AFFIRMATION & LIABILITY RELEASE

I, \_\_\_\_\_, hereby affirm that I have been well advised and thoroughly informed of the inherent hazards and policies of the event. I know that by participating in the **2019 AUTUMN TIMBER FESTIVAL**, I am exposing myself to certain known and unknown liabilities in my direct and indirect actions with the public and invitees of this event. I also understand that if I choose to hire help for the event, that I am directly responsible for their actions or injury. I hereby personally assume all risks associated with my voluntary participation in this event for any harm, injury or damage that may befall me or any employee or temporary help, as a result of my participation, whether foreseen or unforeseen.

I understand and agree that Ski Shawnee, Inc. located in Monroe County in the state of Pennsylvania, their members and/or directors and officers may not be held liable in any way for any occurrence in connection with my participation in the **2019 AUTUMN TIMBER FESTIVAL** that may result in injury, death, or other damages to me or my family, heirs, or assigns, and in consideration of being allowed to participate in this event, I hereby personally assume all risks in connection with said event for any harm, injury, or damage that may befall me, including all risks connected therewith, whether foreseen or unforeseen; and further to save and hold harmless said event and persons from any claim by me, or my family, estate, heirs, or assigns arising out of my participation in this event.

I further state that I am of lawful age and legally competent to sign this affirmation and release, or that I have acquired the written consent of my parents or guardians; that I understand the terms herein are contractual and not a mere recital; and that I have signed this document of my own free will.

It is my intention by this instrument affirmed by my signature below to exempt and release **2019 AUTUMN TIMBER FESTIVAL** and Ski Shawnee, Inc., their members, directors and officers from all liability whatsoever for personal injury, employer's liability and workers' compensation, property damage or wrongful death arising out of or in the course of my participation in this event.

I HAVE FULLY INFORMED MYSELF OF THE CONTENTS OF THIS AFFIRMATION AND RELEASE BY READING IT BEFORE I SIGN IT.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Signature of Participant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name