

# REGISTRATION FORM

The Upper Allen Woman's Club GFWC (non-profit organization) 30<sup>th</sup> Arts and Craft Show is being held at the **Mechanicsburg Middle School, 1750 South Market Street, Mechanicsburg, PA 17055**, on Saturday, October 28, 2023.

## VENDOR/EXHIBITOR AGREES TO THE FOLLOWING:

1. Reservations will be made only upon receipt of **\$50.00**. Checks should be payable to **Upper Allen Woman's Club GFWC**.
2. Display time will be **9:00 a.m. to 2:00 p.m.** You may begin set up at 7:00 a.m. or when custodian opens the building and you are required to remain open until 2:00 p.m. Display area must be cleared no later than 3:00 p.m.
3. The following restrictions apply:
  - a. **No food sales.** (i.e., breads, pies, cakes, cookies, snacks, etc.)
  - b. No home demonstration party type vendors unless you have products to sell.
4. **You must provide your own tables.** Vendor spaces are 5' by 12'. There are limited spaces with electricity. If you need electricity, indicate on the registration form. Please bring extension cords as this will enable us to provide electric to more vendors. Two chairs will be provided to each vendor space. If your stand generates trash, please provide appropriate receptacle. Carts are not available for vendor use.
5. Items to be sold are subject to approval by the committee. You will be contacted approximately two weeks after receiving your application if we have any questions about your sale items.
6. The Upper Allen Woman's Club GFWC, Upper Allen Woman's Club Foundation, and the Mechanicsburg Area School District (herein after "the parties") are not responsible for any and all liability, claims, and demands of whatever kind or nature, either in law or in equity, which arise or may hereafter arise from vendor/exhibitor participation in this event. Vendor/exhibitor discharges the parties from any liability or claim that the vendor/exhibitor may have against the parties with respect to any bodily injury, personal injury, illness, death, disability, property loss or damage, incidental or consequential damages, punitive damages or special damages that may result from vendor/exhibitor's participation in this event whether caused by the negligence of the parties or their officers, directors, employees or agents, the parties volunteers, or otherwise. The \$50.00 fee is NON-REFUNDABLE.
7. **Smoking on school property is forbidden and will be enforced. Code also prohibits open flames in school buildings.**

You will be notified of your space assignment and location approximately two weeks before the event. Please keep the above part of this application for your records.

Detach and Return Portion below

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Name of business: \_\_\_\_\_

Name of contact person: \_\_\_\_\_

Street address: \_\_\_\_\_

City, State, and Zip \_\_\_\_\_ Phone # \_\_\_\_\_

E-mail address \_\_\_\_\_

Type of items to be sold \_\_\_\_\_

Do you require electricity? \_\_\_\_\_

**IF YOU WOULD LIKE THE SAME SPACE YOU HAD IN 2022, WE NEED A RESPONSE/RESERVATION BY JULY 1. AFTER THAT TIME SPACES WILL BE ASSIGNED ON A FIRST COME, FIRST SERVED BASIS.**

\_\_\_\_\_ # Spaces requested @ \$ 50.00 per space

**Mail to:** Upper Allen Woman's Club GFWC Arts & Craft Show      Amount Enclosed \_\_\_\_\_  
Karen Cochran  
384 Alison Ave.  
Mechanicsburg, PA 17055

**Club use only:**      Date received \_\_\_\_\_      Check # \_\_\_\_\_      Amt. \_\_\_\_\_      Space # \_\_\_\_\_