



Dear Perspective Non-Food Vendor:

Thank you for your interest in the 2016 Festival of Flight at New Garden Flying Field. This year's event is scheduled for August 20 and 21. Space is limited so I encourage you to send your request as soon as possible. Electricity on the field is limited and provisions should be made to bring a generator if needed.

All vendor space is approximately 12'x12' but may vary depending on availability. The booth fee is \$200.00 (Payable to New Garden Township). All vendors will be required to bring their own tables, chairs, tents, etc.

Event Hours: Saturday and Sunday 9:00am-5:00 pm

Admission will be charged during the above hours, so you must be set up and ready to go. Please note that all vehicles must be cleared of the area by 8:30am!

All the necessary documents are enclosed for your review.

**PLEASE SIGN AND MAIL BACK AS SOON AS POSSIBLE**

(299 Starr Road Landenberg PA 19350)

1. Vendor Application
2. Vendor Concessions
3. Vendor Rules and Regulations
4. Insurance Certification

I am looking forward to working with you. If you have any questions, please send them to [jmartin@newgarden.org](mailto:jmartin@newgarden.org).

**VENDOR APPLICATION**

Please complete and return this application.

Organization Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (business) \_\_\_\_\_ (home) \_\_\_\_\_ (cell) \_\_\_\_\_

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

Have you participated in this event in the past? Circle one: Yes No

**TYPE OF CONCESSION STAND & UTILITY REQUIREMENTS**

Self-contained trailer? Circle one: Yes No

Other (please describe) \_\_\_\_\_

Electricity required? Circle one: Yes No (An additional fee of \$50 will apply)

The booth fee is \$200.00. Vendors will be selected from this application and notified. If you are not selected, your check will be returned.

Each vendor must carry its own liability insurance. New Garden Flying Field-New Garden Township must be added as additional insured. A copy of the policy certificate must be attached to application.

TO ASSURE YOUR RESERVATION, ***PLEASE SEND THIS APPLICATION*** to the address below as soon as possible.

**No refunds for cancellations after July 10, 2016**

I have read the Air Show Rules and Regulations. I agree to comply with all the rules and regulations.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**VENDOR CONCESSIONS**

Please list all items you wish to sell. Only items listed will be considered. New Garden Flying Field must approve all items and reserves the right to eliminate any item specified on the sheet.

<b>ITEMS</b>
Use additional sheets as necessary

**VEHICLES WILL NOT BE ALLOWED ON THE AIRFIELD after 8:30am.**

Vehicle \_\_\_\_\_  
Year, Make, Model

License Number \_\_\_\_\_

Name \_\_\_\_\_

Cell Phone \_\_\_\_\_

## **VENDOR RULES AND REGULATIONS**

The management of New Garden Flying Field reserves the right to amend, add to, and interpret the following Rules and Regulations.

1. The Vendor will not be allowed to open until all the preliminary requirements set forth have been met.
2. Vendor will conduct its business in a quiet and orderly manner; will deposit all rubbish, garbage, tin cans, paper, etc., in designated receptacles.
3. Vendor will submit to New Garden Flying Field a list of concession items to be sold.
4. Vendor shall pay all required fees, taxes, deposits and shall obtain licenses applicable to the operation of exhibit, and shall be responsible for other city, county, and state permits, and licenses required by law. Permittee may need to furnish receipts for license fees, tax deposits, and certificates of insurance, etc. prior to the event.
5. Vendor will comply with all laws, rules and regulations of federal, state and local governments, will not handle or sell any commodities or transact any business whatsoever for which an exclusive privilege is sold by the Air Show, nor engage in other business whatsoever upon or within said premises, except that which is herein expressly stipulated and contracted for.
6. Vendor will cause to be posted in a conspicuous manner at the front entrance to the concession(s) a sign showing the prices for the articles offered for sale to the public.
7. Vendor must, at its own expense, keep the concession space properly arranged and clean. All concessions must be clean, all coverings removed, and concessions ready for business at least 30 minutes before the event is open to the public (9:00am). Receptacles will be provided at several locations to receive vendor's trash, and such trash must not be swept into the aisles or streets or any public place.
8. All sound-producing devices used by vendor within or outside its space must be of such a nature and must be so operated as to not cause annoyance or inconvenience to its patrons or the other Concessionaries or vendors and the decision of New Garden Flying Field Management as to the desirability of any such sound-producing device shall be final and conclusive. Sound-amplification equipment may only be installed within or outside any space only by first obtaining written permission thereof from airport management 10 days prior to the event.
9. Vendor agrees to release, indemnify and hold New Garden Flying Field-New Garden Township, its representatives, officers, agents, and employees harmless from and against any and all liabilities, damages, business interruptions, delays, losses, claims, judgments, of any kind whatsoever including all costs, attorney's fees, and express incidental thereto, which may be suffered by, or charged to, New Garden Flying Field – New Garden Township arising out of the Owner's use of the airport, or by reason of any loss of or damage to any property or injury to, or death of, any person arising out of or by reason of any breach, negligence, violation or non-performance by Owner or its servants, employees, agents, representatives, or customers of any covenant or condition of the agreement or by any act or failure to act by those persons. New Garden Flying Field – New Garden Township shall not be liable for its failure to perform or for any loss, injury, damage or delay of any nature whatsoever resulting there from caused by an Act of God, fire, flood, accident, strike, labor dispute, riot, insurrection, war or any other cause beyond control.

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10. Vendor is entirely responsible for the space allotted to Vendor and agrees to reimburse the Airport Day for any damage to the real property, equipment, or grounds used in connection with space allotted to Vendor, reasonable wear and tear and damage from causes beyond Vendor's control excepted.
11. No Vendor will be permitted to sell or dispose of alcoholic beverages.
12. Failure of the Festival of Flight Air Show to insist in any one or more instances upon the observance and/or performance of any of these rules and regulations shall not constitute a waiver of any subsequent breach of any such rules and regulations.
13. The Air Show shall have the privilege of inspecting the premises covered by this agreement at any time or at all times.

I have read the Festival of Flight Rules and Regulations. I agree to comply with all the rules and regulations.

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Signature

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Date