

Fall Festival

“Outdoor Adventures”



WILLOW MILL PARK
80 Willow Mill Park Road
Mechanicsburg, PA 17050
717.766.0178 / Fax: 766.1696
kaowens@silverspringtwp-pa.gov

The Festival is held on **Saturday, October 2, 2010 from 10 am – 4 pm.** Over 2,000 attend each year. It is our intent to offer good exposure for local craftsman and entertainers and to promote the utilization and development of Willow Mill Park in Cumberland County. This natural setting, which once served as an amusement park for local recreation enthusiasts, is a place that residents come together each year to celebrate the changing of seasons. To be a part of this event, please review and complete the following information requested. This is simply an application and not a guarantee that you will receive a space at this year’s event.



THIS EVENT IS RAIN OR SHINE!

Entries must include:

- ✓ Completed application
- ✓ *Entertainers* must provide a sample of music either on a CD or through a secure web address.
- ✓ Payment by cash, check, money order or credit card

**The entry fee will be returned, in the event you are not selected. Otherwise, no refunds will be issued.*

Deadline: August 2, 2010 (Notifications will be mailed)



Send entries to:

Silver Spring Township

Attn: Parks and Recreation Dept.

6475 Carlisle Pike

Mechanicsburg, PA 17050

Questions:

717.766.0178

E-mail: kaowens@silverspringtwp-pa.gov

Fax: 717.766.1696

Web: www.silverspringtwp-pa.gov

Fall Festival "Outdoor Adventures" Application Form Saturday, October 2, 2010

This application is subject to the approval of the Parks and Recreation Department Staff.

Name of Group/Individual _____
 Contact Person _____ Primary Phone _____
 Address _____ Secondary Phone _____
 City _____ State _____ Zip _____
 E-mail _____ Web Site _____ Link Us Y / N

Are you a returning vendor? Y / N Each Vendor/Entertainer receives 1 Parking Pass.

Type of Service _____ Arts/Crafts _____ Food _____ Display
 _____ Entertainment _____ Community _____ Other - Please Describe _____

Description of Service

All items for sale or display must be listed specifically below; include name brands, etc. Crafts to be displayed for sale must be handmade. We request that the artist be present.

Proposed Menu

List in detail and include prices.

ENTERTAINERS – Please fill out this section

Provide a brief description (Include style, origin and any specific age group targeted)

Amps Needed _____

Requested time of performance _____ Cost/Donation Requested _____

Check made payable to: _____

Social Security # or Federal Tax ID # _____

Estimated set-up time is _____ minutes. Tear down time is _____ minutes.

Sound equipment is not provided.

BOOTH FEES

\$30 per 10' X 10' space

Electric is \$5 per hook-up **(Space is very limited, cords not provided.)**

Are you bringing a generator? Y / N

of Vendor Space _____ X \$30.00 = _____ Please bring a canopy/tent for your space.

of Electric hook-ups _____ X \$ 5.00 = _____

Total Payment Due = _____

Check/Money Order# _____ Make checks payable to "Silver Spring Township"

Credit Card: Discover American Express MasterCard Visa

CREDIT CARD # _____ EXPIRATION DATE _____



PLEASE READ CAREFULLY

VENDOR SET-UP

- ◆ Set-up begins at 7:00 am.
- ◆ Vendors should be set-up by 9:45 am.
- ◆ Tear down at 4:00 pm.
- ◆ Absolutely NO vehicles are permitted on the grounds between 9:45 am and 4 pm.
- ◆ If you must park your vehicle at your space, please contact the Parks and Recreation Department Staff at 717.766.0178. It is not guaranteed that we can fulfill the request. This will be dependent on space and need. Otherwise, vehicles are not permitted in any area other than the designated parking lots.
- ◆ Silver Spring Township is not responsible for any lost, stolen and/or damaged property or goods.
- ◆ You are responsible for cleaning up your own space.
- ◆ Vendors are responsible for their own tables, chairs, tablecloths, canopies and other amenities for the day.
- ◆ All excess stock, wrapping materials, bags, and boxes must be stored out of sight.

RULES & REGULATIONS

- ◆ Crafts are defined as only handmade items made by the booth holder and submitted to and approved by the Festival Coordinator, Kristy Owens.
- ◆ Booths will be assigned on a first come basis.
- ◆ There are no refunds if you elect to cancel your application, unless you are not selected to participate.
- ◆ No person shall possess or sell the following: Alcohol, illegal and/or prescription drugs, fireworks, knives, num chucks, obscene materials, string spray, weapons of any kind, including toy weapons.
- ◆ Absolutely NO vehicles parked on Festival grounds, unless previously approved by the Parks and Recreation Department Staff.
- ◆ The Festival will occur rain or shine. Please be prepared. No refunds due to inclement weather.
- ◆ No spaces are to be subleased and/or given away. Encroachment on spaces not assigned to you is not permitted.
- ◆ Entertainers must set-up based on performance time. This should be coordinated with the Parks and Recreation Department Staff. We do not provide sound equipment, but will assist with set-up at your request.

Hold Harmless Agreement

The Silver Spring Township Parks and Recreation Department has explained the format of the Festival and I understand and accept the expectations, as outlined. I agree to abide by the Festival procedures, policies and financial commitments, as previously defined. I am aware that this is an outdoor event, planned and prepared for the general public, to be located at Willow Mill Park, which is a rustic setting. The Township will make every effort to provide a safe, clean environment for the event but cannot insure against unforeseen weather conditions, incidents and/or accidents.

I shall defend, hold harmless and indemnify the Township of Silver Spring, against all expenses, liabilities and claims of every kind, including reasonable counsel fees, by or on behalf of any person or entity (including, but not limited to the organization, its members, participants, spectators and other third parties) arising out of the negligence, reckless or intentional conduct of the vendor conducted on or around the premises to which this agreement pertains.

Applicant's Signature

Today's Date

Organization Name (if applicable)

Silver Spring Township
Department of Parks and Recreation
Office: 717-766-0178 Fax: 717-766-1696
Director: Jeff Williams - jrwilliams@silverspringtwp-pa.gov
Assistant Director: Kristy Owens - kaowens@silverspringtwp-pa.gov



Want to Sponsor this Event?

Silver Spring Township
Department of Parks & Recreation
6475 Carlisle Pike
Mechanicsburg, PA 17050



Becoming a sponsor is a unique opportunity for businesses to make an investment that will produce strong and significant returns. Showcase your products and services through brand awareness and generate sales through publicity at the event. Sponsorship opportunities and benefits of sponsoring at each level are outlined below.

Company Name _____
Contact Person/Title _____
Street Address _____ City _____
State/Zip _____ Business Phone _____ Cell _____
Fax _____ Website _____ Link Us: Y / N
E-mail _____

Sponsorship Levels

1. Monetary Contributions - All monetary contributions can be made payable to Silver Spring Township

- _____ Stage Sponsor (\$800) _____ Children's Games Sponsor (\$600)
_____ Patron Sponsor (\$350 to \$500) _____ Friend Sponsor (up to \$300)

**All sponsors will receive a letter of acknowledgement, credit in the 2010 'Festival' program flyer and on the Township website.*

- **Friends** contributing up to \$300 will receive the recognition indicated above*
- **Patrons** contributing \$350 to \$500 receive a complimentary vendor space and recognition in the Township Newsletter, in addition to the recognition listed above*
- **Children's Games Sponsors** contributing \$600 will receive recognition on signage at the Rock Climbing Wall, Inflatables recognition in the Township Newsletter and complimentary vendor space, in addition to the recognition above*
- **Stage Sponsors** contributing \$800 will receive exclusive sign recognition at the stage area, advertisement in news articles and flyers, a complimentary vendor space and recognition in the Township Newsletter, in addition to the recognition above*

2. Product Donation

Businesses and organizations may receive exposure at the Fall Festival by donating products or a give-away for attendees. Examples include balloons, promotional items or prizes with your company logo or business name. Items are subject to approval by the Department of Parks and Recreation.

3. In-Kind Donation

This provides your business or organization an opportunity to provide non-cash support for the event. This may include things such as equipment, volunteers or services. In return for this involvement, we will provide a vendor spot at no cost and recognition in the 2010 'Festival' program flyer.

SIGNATURE OF MANAGER/OWNER

TODAY'S DATE

Silver Spring Township
Department of Parks and Recreation
Office: 717-766-0178 Fax: 717-766-1696
Director: Jeff Williams - jrwilliams@silverspringtwp-pa.gov
Assistant Director: Kristy Owens - kaowens@silverspringtwp-pa.gov