



West Chester Parks & Recreation May Day Festival of the Arts May 3, 2020

Non - Profit Application

**READ THIS PAGE FIRST AND CLOSELY FOLLOW THE INSTRUCTIONS, OR
YOUR APPLICATION WILL BE RETURNED TO YOU!**

DIRECTIONS:

1. Complete the application page with all of your information for this event.
2. Write checks according to the following rules:
 - a. Write a **SEPARATE** check for the Space Fee for this event. You may include canopy rental fee with this check.
 - b. Write a **SEPARATE** \$50.00 Clean-Up Deposit check for this event.
3. Enclose one self-addressed stamped envelope for this event.
4. As a personal reference, please **KEEP** the Requirement and Responsibilities page.
5. Include a PHOTO of items to be sold and of your booth with your application.
6. If your application is postmarked after the deadline listed, there will be a \$25.00 late fee, no exceptions.
7. Complete the following checklist and include it with your application.

CHECKLIST:

- Fully completed Non-Profit Application.
- Separate check for the "Space Fee" payable to the West Chester Parks & Recreation Department. This check must be post dated for the day of the event.
- Separate \$50.00 Clean-Up Deposit check for the May Day Festival of the Arts, payable to the West Chester Parks & Rec Department. This check must be post dated for the day of the event.
- Self-addressed stamped envelope (Size 10) 4 1/8" x 9 1/2"
- Photo of items to be sold and of your booth.
- \$25.00 Late Fee (if necessary).

NON - PROFIT APPLICATION

Name of Applicant (last name, first name): _____

Business Name (if applicable): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: Day: _____ Evening: _____ Cell: _____

***Please circle which phone number will be best to contact on the day of the event, in case of cancellation**

Email: _____

Description of Non Profit Organization:
(You must provide proof of your Non-Profit Organization and/or a 501C3 form.)

Please briefly describe what your organization will be doing at the event:

Would you like to rent a canopy: Yes No Do you make the items for sale: Yes No
Cost: \$ 75.00

Are you planning on bringing a canopy: Yes No Are you applying for more than one space: Yes No
If so, how many: _____

Location of this event is at Everhart Park 100 S. Brandywine St. West Chester, PA 19382

Event Name	Date of Event	Application Deadline	Cost	Clean-Up Deposit
May Day Festival of the Arts	May 3, 2020 Time 11:00AM-4:00PM	April 3, 2020	\$100.00 per 10'x 10' space	\$50.00

**All checks must be post dated for the day of the event.
A late fee of \$25.00 will be charged for applications postmarked after the deadlines.
A separate \$50.00 Clean - Up Deposit check is required for this event. The deposit is returned at the end of the event. We will not carry clean up checks over to other events.**

Please see attached sheet for Requirements and Responsibilities.

Checks should be made payable and mailed to:

West Chester Parks & Recreation
401 E. Gay Street
West Chester, PA 19380

For Office Use Only

Space #

	OFFICE	USE	ONLY
	Date:	Amount:	Check #:
Registration			
Clean Up Fee			
Canopy Fee			
Late Fee			

NON PROFIT REQUIREMENTS AND RESPONSIBILITIES

Please **KEEP** this page for your reference.

1. You are responsible for bringing your own entire booth set up including; tables, chairs, canopies, etc. Extra canopies are available for rental prior to the event, please see the application page for canopy rental prices.
2. Your booth space is approx. 10x10.
3. **NO** amplified sound may be permitted in your booth space.
4. You are responsible to clean up your area.
5. You must send a self-addressed stamped envelope for each event that you would like to participate in. This is how your Clean Up Deposit will be mailed back to you.
6. The West Chester Parks & Recreation Department reserves the right to deny applicants for not adhering to our regulations and/or requirements.
7. **All events are rain or shine except when specified. Please note: There are NO REFUNDS for any of the events, unless West Chester Parks & Recreation CANCELS.**
8. Space assignments will be e-mailed to you within two weeks prior-to show dates. A map of your space will also be included. Requests for specific space will be considered but not guaranteed.
9. There shall be no sale or display of the following goods from the vendor booths: products or materials that depict sexual activity, nudity, human genitals, buttocks or breast, sexual toys, erotic devices, or sexually explicit apparel unless the vendor limits the exposure of said materials to adults.
10. Vendors may not disseminate explicitly sexual material to minors as defined by and pursuant to 18 Pa.C.S.A §5903(c).
11. The West Chester Parks & Recreation Department reserves the right to cancel/change an event, alter or change booth space, or refuse anyone who does not meet our event requirements at any given time.
12. **Do not forget the \$25.00 late fee for any applications postmarked AFTER the deadlines listed! If your application is late and you do not send in the late fee, your applications will be sent back to you.**

Should you have any questions please contact
West Chester Parks & Recreation at 610-436-9010.