



VENDOR REGISTRATION FORM

Williamsport Welcomes the World



Friday, August 25, 2017 5:00 pm till 9:00 pm
FORMS ARE DUE NO LATER THAN August 20, 2017.
Late registration fees will be added after August 6, 2017.

BUSINESS/GROUP/ORGANIZATION

CONTACT NAME _____
ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE NUMBER _____

EMAIL A MUST _____

VENDORS Please Notice: If 2 separate spaces are requested, please fill out separate registration forms.
VENDOR SPACE SIZE _____

A tent permit will be needed for anything larger than 10x10 (no fee), 20x20 larger (fee \$30.00) (contact the codes department at 570-327-7517)

PLEASE LIST ALL PRODUCTS YOU ARE PLANNING TO SELL SO WE CAN SEPARATE VENDORS; NO CHANGING PRODUCT AFTER REGISTRATION. NO EXCEPTIONS

GENERAL RULES FOR VENDORS:

1. VENDORS ARE REQUIRED TO REMAIN IN PLACE FOR THE DURATION OF THE EVENT 5:00 PM TO 9:00 PM. Set up time is **2:00 PM –3:00 PM FOR ANYTHING OVER 10X10; 3:10 PM-- 4:30PM FOR 10X10. NO EXCEPTION**
2. VENDORS ARE REQUIRED TO SUPPLY THEIR OWN POWER SOURCE.
3. VENDORS MUST REMAIN INSIDE THEIR ASSIGNED SPACE.
4. THE EVENT IS FAMILY BASED. PRODUCTS THAT ARE DEEMED INAPPROPRIATE WILL BE REMOVED.
5. SPACE WILL BE ALLOTTED BY PLANNING COMMITTEE TO BEST UTILIZE SPACE AVAILABLE. FOOD VENDORS MUST HAVE ALL APPLICABLE PERMITS. CONTACT WILLIAMSPORT BUREAU OF CODES FOR APPROPRIATE PERMITS, 570-327-7517.

VENDOR SPACE RENTAL FEES No exemptions
\$60.00 FOR 10X10 \$125.00 FOR 20X20

PLEASE MAIL THIS FORM WITH YOUR PAYMENT TO:
City Of Williamsport, Director of Recreation, 245 W. Fourth St., Williamsport, PA 17701.
Vendor forms received after the deadline of August 6 will be charged a \$25.00 processing fee.

Please no inquiries regarding your vendor space; you will receive information and map to your location before event.

CHECKS MADE PAYABLE TO: City of Williamsport QUESTIONS PLEASE CALL 570-327-7510

Williamsport Welcomes the World is an event produced by the City of Williamsport, The Williamsport/Lycoming Chamber of Commerce and iHeartMedia