



# June 23 & 24, 2023

## In Brandon Park

Dear Friends,

Williamsport's Annual HomeMade Days Arts and Crafts Show will be held on Friday, June 23 from 10 a.m. until 7 p.m. and Saturday, June 24 from 9 a.m. until 5 p.m. our beloved and historic in BRANDON PARK in Williamsport. Please find enclosed the application which is due by Friday June 2, 2023. Entry is open to all artisans, craftsmen, and photographers.

The purpose of HomeMade Days is to expose and educate both students and individuals of the region to Art in all forms, as well as provide an event for artisans to display and sell their wares to a regional base of art lovers! We are looking to evolve and grow as a show, but stay true to our mission and original concept of all things handcrafted or "HomeMade" as we say. The annual arts & crafts show draws in an estimated 8,000-10,000 visitors in recent years during the two-day event each June. In addition to the arts & crafts, visitors of all ages enjoy musical entertainment and a large variety of food vendors. Keeping the artisans in mind, we aim to make set up and tear down as stress free as possible, with easy access and ample parking nearby. And, advertising is TOP priority, asking all participants to spread the word near and far; using ONLY shared posts from the City of Williamsport Recreation Department or Brandon Park "official" Facebook and Instagram pages.

If you have any questions concerning application or any of the fees, please contact the Recreation Office at (570)-447-2307 or at [swalker@cityofwilliamsport.org](mailto:swalker@cityofwilliamsport.org). If you know vendors that might be interested, the application can be found online and printed from [www.cityofwilliamsport.org](http://www.cityofwilliamsport.org). Thank you for your continued participation, we look forward to seeing you.

Sincerely,

Sean Walker

Recreation Director

# Show Information:

Friday JUNE 23, 2023 • 10am-7pm | Saturday JUNE 24, 2023 • 9am-5pm

# Set-Up Dates/Times:

Thursday between 2pm-7pm | Friday between 8am-10am  
**NO EARLY TEAR DOWN PERMITTED - Show is open until 5pm on Saturday!**

# Conditions for Entry:

All vendors selling non-food products must submit (1) photo ONLY of the style for each item (not each item specifically).

Your items must be homemade & high quality: Items should be unique in design, concept, and execution. The HomeMade Days committee members will monitor this and vendors may be asked to take certain items off display, asked to leave the show, and/or be banned from future events. All applicants will be accepted to the show as long as goods meet the Committee standards. Those NOT accepted will be informed immediately.

Information regarding exact booth location will be available upon arrival.

One week prior to the event you will receive an email with additional show details (unless otherwise noted on the application).

**All work must be handcrafted by the applicant.** Please take note of the additional eligibility requirements. We have established them in the interest of fairness to all vendors and a strong desire to maintain the best possible show for our customers in the spirit of the origination of the event decades ago.

- Applicants must have all displayed items priced and available for sale to all customers
- All work submitted must be of the artisan's original design. You may not exhibit commercially produced merchandise or items produced using commercial molds. In addition, artisans may not sell pop-guns or anything resembling a weapon.
- The HomeMade Days Committee and the Recreation Department reserves the right to determine eligibility of all objects submitted and sold, including during the show.
- Artisans may exhibit work for only the mediums they have been approved for on their application, unless further approval is requested and granted.
- Space requests will be taken into consideration but not always guaranteed.
- Only Student Artists and Groups may share a booth.
- An artisan's acceptance is for the current year's event only.
- Insurance and other fee requirements are listed on the attached forms.
- Applicants must submit in their application photos of all styles of merchandise for sale. Photos must be printed each on individual pages (name and business name on each) and include a photo of their overall booth display. **Missed deadline applications will be wait listed.**
- All communications will be electronic unless otherwise noted on the application and acknowledged by the Recreation Dept.

# Facilities:

- A single arts & craft vendor space will be approximately 15 feet wide by 10 feet deep.
- A single food concession vendor space will be 20 feet wide by 15 feet deep.
- Bring your own tables, chairs, water hoses, power cords (Minimum 14gauge), etc.
- Brandon Park will have portable rest rooms, wash & sanitation stations available.

Vendors should be prepared to cover merchandise in case of inclement weather. A security company will provide night time supervision on June 23 & 24, 2023. Vendors may leave their set-up materials on site overnight, however the City of Williamsport & the HomeMade Days Committee will assume NO responsibility for lost, stolen, or damaged items.

No parking will be permitted behind or next to vendor space. (Failure to adhere to this rule will result in vehicle(s) being towed and/or being asked to leave HomeMade Days) All vendors will receive 2 parking passes for the vendor lot. There will be no exceptions to the parking plan.

# Refunds:

**There are no refunds. Refunds will only be issued if the entire event is cancelled for any reason!**

## City of Williamsport Regulations

**Food Vendors:** If you are using a trailer, shed, etc., please indicate size. When measuring the trailer, please measure from end of the trailer to the tip of the tongue. (If your trailer, including the tongue length, is larger than 20' x 15', you will need to pay for another space.)

**Will you be using a tent/ canopy?** Yes No If YES, Size of Tent \_\_\_\_\_

**Have you enclosed proof that it is Flame Retardant?** Yes No

1. **Tents:** If you will be using a tent/canopy, it must be flame retardant. This is a Williamsport Fire Department Ordinance. All tents must have a manufacturer's tag (CPAI-84 certified) attached stating it is flame retardant. You are required to send us a photograph of the tag with your application.

Without proof of your tent being flame retardant, you will not be permitted to use it. **Note: If your tent is 20x20 or larger you will be required to pay a \$30.00 tent permit.**

2. **Food Vendors:** NEW - For all fully enclosed food trailers/trucks you MUST either have a Dept. of Ag certificate OR you will be required to purchase a Mobile Health License (\$80). For all food vendors utilizing a grill/open set-up or have made food off-site, you will be required to purchase a Food Vendor License (\$40). **You may already have either of these licenses.** When purchased, a license is good for 1 year from the date of issue. Food vendors will also be required to provide a copy of their ServSafe certificate and if food is made offsite a certification number for the kitchen it was prepared in.

You will need to contact the City of Williamsport Bureau of Codes directly at (570) 327-7517 or stop in at 1500 West 3<sup>rd</sup> Street to verify all licenses and fees. **In your application you will need to provide our committee with the valid license number.**

3. **City Ordinances:** NO SMOKING, USE OF ALCOHOL or PETS during event time.

# Application

Name(s) | Business Name: \_\_\_\_\_

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

City, State & Zip Code: \_\_\_\_\_

Phone | Cell Phone: \_\_\_\_\_

Email (required): \_\_\_\_\_

## Registration Fees:

**1.Homemade Days Application with appropriate fee(s)** \$ \_\_\_\_\_

Make check payable to:  
City of Williamsport  
Recreation Department

**Permits/Licenses (Williamsport Bureau of Codes), check boxes as applicable:**

**1.Tent application you must complete a tent application if you're using a 20' x 20' or larger.** \$30.00

**2.Mobile Health License for enclosed food trucks/trailers, only if you serve or sell food and DO NOT have a Dept of Ag Certificate.** \$80.00

**3.Food Vendor License for open set-up/food made off-site, only if you DO NOT have a current license.** \$60.00

**TOTAL:** \$ \_\_\_\_\_

Make check payable to: City  
of Williamsport Bureau of  
Codes

## Pledge Information

Number of Spaces

Total Amount

Pledge Information	Number of Spaces	Total Amount
Arts & Craft Vendor (no electricity) (15' x 10' lot)	\$80 x _____	
Arts & Craft Vendor (with electricity) (15' x 10' lot)	\$110 x _____	
Food Concession Vendor (no electricity) (20' x 15' lot)	\$130 x _____	
Food Concession Vendor (with electricity) (20' x 15' lot)	\$190 x _____	

Electricity Requirements: 110 220\* (Please circle one if applicable)

\*only 4 outlets available (available on first come first served basis)

Number of Vehicles \_\_\_\_\_ (2 Vehicles per space)

Any Special Requests (All):

\_\_\_\_\_  
 Any Special Request for Power (Food Vendors Only):

\_\_\_\_\_  
 Please list any vendor you'd like to be located next to, if possible:

Please Note: Checks must be made out separately to the appropriate department but mailed together to: City of Williamsport, 100 W. 3<sup>rd</sup> Street, Williamsport, PA 17701.

## Returning Vendors Only

Last year you were located in Row \_\_\_\_\_ Space \_\_\_\_\_,  
would you like the same space? Yes No  
Items being sold:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Check category that describes you best:

- Clay
- Photography
- Wood Soaps
- Lotions
- Oils
- Glass
- Metal
- Mixed Media Crafts
- Fabric
- Two-Dimensional Art
- Painting
- Culinary
- Jewelry
- Green (Recycled)
- Other: \_\_\_\_\_

Signature(s): \_\_\_\_\_ Date: \_\_\_\_\_