



June 21 & 22, 2024

In Brandon Park

Dear Friends,

Williamsport's Annual Home-Made Days Arts and Crafts Show will be held on Friday, June 21 from 10 a.m. until 7 p.m. and Saturday, June 22 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 7, 2024. Entry is open to all artisans, craftsmen, and photographers.

The purpose of Home-Made 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 "Home Made" 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. If you know vendors that might be interested, the application can be found online and printed from www.cityofwilliamsport.org. Thank you for your continued participation, we look forward to seeing you.

Sincerely,

Sean Walker

Recreation Director

Show Information:

Friday JUNE 21, 2024 • 10am-7pm | Saturday JUNE 22, 2024 • 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 Home-Made 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 Home-Made 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 21 & 22, 2024. Vendors may leave their set-up materials on site overnight, however the City of Williamsport & the Home-Made 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 Home Made 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 SERV Safe 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 3rd 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. 3rd 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: _____



Dear Vendors,

We would like to welcome everyone to Brandon Park for the 2024 Homemade Days Festival. This letter is to confirm your registration as a vendor for the event. Enclosed or attached you will find two parking passes (there will be more available on-site if you are unable to print). We require all vendors to check-in at the "Information Tent" on Packer Street prior to setting up. Vendors will receive their row and space number upon check-in at the park on the days of set-up. There will also be overnight security provided to watch your wares on Thursday and Friday evening.

Set-up times will be as follows:

Thursday, June 20, 2024 between the hours of 2:00PM – 7:00PM

Friday, June 21, 2024 between the hours of 8:00AM – 9:30AM

Homemade Days Show Dates/Times:

Friday, June 21 10:00AM - 7:00PM*

Saturday, June 22 9:00AM - 5:00PM

All staff and volunteers will be identified by a Homemade Days volunteer badge/vest (one or all).

We have a lot of new artisans and food vendors this year and we are excited to see many of our favorites returning. We are looking forward to this year's festival and we hope you are as well.

If you have any questions feel free to contact me at (570) 322-0873 or (570) 447-2307

Sincerely,

Sean Walker
Director of Recreation and Special Events