

FINDLAY TOWNSHIP

2018 COMMUNITY FAIR

AUGUST 17th and 18th

BOOTH RENTAL APPLICATION

Office Use Only

Date Application Received _____
 Payment Breakdown:
 Booth Rental Fee \$ _____
 No. of 220 lines @ \$10 each _____
 Total Amount Due \$ _____
 Check/MO/Cash _____

Please read the following application thoroughly. Fill out all the required information completely. Failure to complete application properly will result in delay of services.

NAME OF ORGANIZATION _____

REPRESENTATIVES NAME _____

STREET ADDRESS _____

CITY _____ STATE _____ ZIP _____

HOME PHONE _____ WORK PHONE _____

E-MAIL ADDRESS _____

- Pre-constructed booths will be provided. Size is 11' 6" x 5' 9" x 7' 6". All booths are covered on top and back. Tables, chairs, extension cords, etc. are to be supplied by organization/individual. Every booth is equipped with lighting. **ELECTRICAL OUTLETS ARE ONLY AVAILABLE UPON REQUEST.**

A FRONT AND BACK SHELF COMES WITH EACH BOOTH (see enclosed diagram) .

BELOW IS A LIST OF EXTRA SHELVES YOU CAN HAVE PUT IN YOUR BOOTH.

CHECK THE ONES YOU WOULD LIKE TO HAVE:

Double Front _____ Double Back _____ Single Side _____
 Double Side _____ Single High Back _____ Open Front _____

- FOOD VENDORS:
 - * Temporary food booth permits are required by the Allegheny County Health Department. Enclosed are a "Temporary and Seasonal Food Facilities Guide", a "Temporary & Seasonal Facilities Checklist", which must be completed and returned to the Allegheny County Health Department, and a "Fee Schedule". This information is also available on-line at www.achd.net. For further information, phone (412) 578-8044 or e-mail foodsafety@achd.net.
 - * There will be NO deviation from menu once approved by the Fair Board.
 - * Food Prices MUST be prominently displayed in your booth.

- LIST ALL ITEMS YOU WILL BE SELLING BELOW (be specific):

1. _____ 5. _____
 2. _____ 6. _____
 3. _____ 7. _____
 4. _____ 8. _____

4. LIST ALL ELECTRICAL APPLIANCES BELOW:
Maximum of four (4) appliances per booth. When needed, two (2) circuits will be provided with a maximum of 2000 watts per circuit.

- 1. _____ Wattage _____ Amps _____
- 2. _____ Wattage _____ Amps _____
- 3. _____ Wattage _____ Amps _____

Note: **THERE WILL BE AN ADDITIONAL FEE OF \$10.00 FOR EACH 220 LINE.** If you will be needing a 220 line you must supply the female plug that fits your electrical appliance. We will need the plug by **Monday of the Fair Week** to assure that it will be installed.

5. Findlay Township residents, businesses and organizations (including West Allegheny school groups) will be given first priority in the placement of booths.

6. **BOOTH RENTAL FEES:**

- Applications postmarked by July 1st - \$50.00
- Applications postmarked after July 2nd - \$60.00
- Additional fee for *each* 220 line - \$10.00

7. Set-up date/time: Early set-up of booths can be done on Wednesday or Thursday between the hours of 8:00 a.m. and 4:30 p.m. Security will be provided Thursday, Friday and Saturday nights.

8. Operating hours of the Fair are Friday from 6:00 to 10:00 p.m. and Saturday from 11:00 a.m. until 10:15 p.m.

9. Make checks payable to "Findlay Township Community Fair"

Return application to: Findlay Township Community Fair
P.O. Box 142
Clinton, PA 15026

10. Cancellations: Full refund will be made if cancellation is received by August 13, 2018. No refunds will be made if cancellation is received after August 14, 2018.

11. NO ALCOHOLIC BEVERAGES WILL BE PERMITTED ON FAIRGROUNDS.

CONSENT RELEASE FORM

I agree to hold Findlay Township, the Findlay Township Fair Board, Volunteers and/or any people thereof harmless and blameless for any accident or injury, which may occur while participating in any fair event. By signing this form, I waive the right to sue any or all of the above organizations or persons in those organizations. I understand that the Fair is held outdoors and neither the Fair Board or Township is responsible for damage to goods being sold or any personal items located within my booth due to adverse weather conditions. I also agree to abide by all guidelines of the Findlay Township Fair Board as set forth in this application.

Signature (Guardian if under 18)

Date

Any questions, contact Findlay Township at (724) 695-0500, Monday - Friday from 8:00 a.m. to 4:00 p.m.

FINDLAY TOWNSHIP COMMUNITY FAIR GENERAL INFORMATION
(PLEASE KEEP FOR REFERENCE)

1. **PRE-CONSTRUCTED BOOTHS WILL BE PROVIDED:**
 - * Size is 11' 6" x 5' 9" x 7' 6"
 - * All booths are covered on top and back (see attached drawing).
 - * Tables, chairs, extension cords, etc. are to be supplied by organization/individual.
 - * Every booth is equipped with lighting. Electrical outlets are only available upon request.
 - * You must supply the female plug that fits your electrical appliance. We will need the plug by Monday of the Fair Week to assure that it will be installed.

2. **FOOD VENDORS:**
 - * Temporary food booth permits are required by the Allegheny County Health Department. With your application, you received *Guidelines for Temporary and Seasonal Food Facilities*, a *Temporary Facilities Checklist*, which must be completed and returned to the Allegheny County Health Department, and a *Fee Schedule*. This information is also available on-line at www.achd.net. For further information, phone (412) 578-8044 or e-mail at foodsafety@achd.net.
 - * There will be NO deviation from menu once approved by the Fair Board
 - * Food prices MUST be prominently displayed in your booth.

3. **BOOTH RENTAL FEES:**

Applications postmarked before July 1st	- \$50.00
Applications postmarked after July 2nd	- \$60.00
Additional fee for each 220 line	- \$10.00

4. **SET-UP DATE/TIME:** Early set-up of booths can be done on Wednesday or Thursday between the hours of 8:00 a.m. and 4:30 p.m. Security will be provided Thursday, Friday and Saturday nights.

5. **OPERATING HOURS** of the Fair are Friday from 6:00 to 10:00 p.m. and Saturday from 11:00 a.m. until 10:15 p.m.

6. **CANCELLATIONS:** Full refund will be made if cancellation is received by August 13, 2018. No refunds will be made if cancellation is received after August 14, 2018.

7. **NO ALCOHOLIC BEVERAGES WILL BE PERMITTED ON FAIRGROUNDS.**

8. **BELOW IS A LIST OF ITEMS NOT PERMITTED TO BE SOLD AT THE FAIR.**

This is not an inclusive list:

* Alcoholic beverages	* Knives or weapons of any kind
* Lighters	* Aerosol Propellants
* Drug paraphernalia	* Sexually explicit material
* Cigarettes	* Fireworks or any class (includes caps or snaps)
* Super Glue or any glue products	

The Findlay Township Fair Board and/or any Fair Board member reserves the right to revoke your privileges to sell any items and/or any item deemed inappropriate for sale.

DIRECTIONS TO FAIRGROUNDS AT 86 CLINTON PARK DRIVE, CLINTON, PA.

From Pittsburgh: Take Interstate 376 west towards the Pittsburgh International Airport. Exit 52 towards US-30/Clinton. Left at end of ramp onto Clinton Road, Right onto US-30. Go 0.4 miles-Clinton Park Drive is on left just past Campmeeting Road.

PRE-CONSTRUCTED FAIR BOOTH



Booths are connected in groups of three (3) or five (5) depending on their location in the Fairgrounds.

The above picture is an end booth that has a side entry. Only end booths have a side entry.

All booths have a counter located across the front and a shelf across the back, as shown above.

Booth size:

- 11'6" wide across front
- 5'9" deep (front to back)
- 7'6" high (ground to top)