



# OHIO TOWNSHIP COMMUNITY DAY

VENDOR APPLICATION | **NON-PROFIT ORGANIZATION**

**SATURDAY**

**JULY 20, 2024**

START | 5:00 PM

FINISH | FIREWORKS

Join us as we celebrate the community at the park! The Ohio Township Community Day will be held on Saturday, July 20, 2024, at the Ohio Township Community Park. The opening parade and festivities begin at 5:00 pm, and the event ends with a firework display at dusk. The event will consist of a food truck rally, Touch-A-Truck, live entertainment, children's activities and much more!

Fill out the enclosed registration form and return to the Ohio Township Municipal Building no later than Friday, June 21, 2024. Non-profits will be given priority over businesses. **Due to planning and placement issues no late applications will be accepted!**

We always have a need for non-profit vendors to provide fun and interactive activities at their booths. This is a community celebration, so please try to make your booth reflect that theme. This is a great way to draw the public to your booth. Also, be sure to have enough help within your booth so that we can keep the traffic flowing. Keep in mind the committee does not want to duplicate food, games, or activities so PLEASE list what you will offer in your space. We want your booth to be exclusive. Please do not give out food and drinks for free since other vendors will be selling it.

You will receive a map one week prior showing your booth number and location. Please make sure you have enough supplies so that you can keep your booth open the entire time. **Cleanup should not start until dusk.**

## **Non-Profit Rules and Regulations:**

### **FEES:**

- Fees are outlined on the application handout.
- Fees are non-refundable.
- The event will take place rain or shine.

### **TIME:**

- Booths are expected to remain open from 5:00 pm until dusk, **no exceptions!**
- Please indicate on the application a set up time. It is important to arrive at the designated time, set up, and remove your vehicles quickly.
- All vendors must place trash in the dumpster at the end of the day.
- **YOUR SETUP MUST BE COMPLETED BY 4:30pm.**

### **ELECTRICITY:**

- Electricity will be provided to only those organizations who specify it on the application.
- Booth requests for electricity will be approved on a first received basis.
- Please remember to bring at least two extension cords (100 feet) each to reach the electrical boxes.

### **COMMITTEE OBLIGATION:**

- Booth requests will be processed and approved on a first received basis.
- Incomplete or late applications will not be accepted.
- Booth placement is done randomly; special requests may not be honored.
- The committee reserves the right to reject inappropriate or duplicate activities.
- Non-Profit groups will get booth description priority over businesses.





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SATURDAY  
JULY 20, 2024  
START | 5:00 PM  
FINISH | FIREWORKS

ORGANIZATION NAME: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ ZIP: \_\_\_\_\_

**\*\*FEE: 10 X 10 BOOTH RENTAL | \$40 / BOOTH**

*\*\*This fee is waived if no booth is needed*

DATE PAID: \_\_\_\_\_ CHECK #: \_\_\_\_\_

*Made payable to Ohio Township*

BOOTH (CHECK ONE):  PROVIDING MY OWN/NO BOOTH NEEDED (FREE) or  RENTING A BOOTH (\$40)

*Tables and chairs for booth reservations are limited. Please plan to bring your own table and/or chairs if needed.*

ELECTRICAL OUTLET NEEDED:  YES  NO *If electrical is needed, please bring at least two 100ft extension cords.*

ANTICIPATED SETUP TIME (STARTING AT 2:00 PM AND MUST BE COMPLETED AT 4:30 PM): \_\_\_\_\_

*NOTE: You must be completely set up by 4:30 pm. Booths must remain open and staffed from the start of the event until dusk.*

BOOTH DESCRIPTION: *Briefly describe what will take place inside of your booth (games, information, etc.)*

**CONTRACT OF GENERAL RELEASE AND ACCEPTANCE:**

*The applicant does hereby agree to indemnify Ohio Township and hold same harmless against any loss, claim, cost damage expense, including attorney's fees and court cost which applicant may sustain, suffer, or incur by reason of the assertion of any claim or action for damages for injury or otherwise which results in any way from the applicant's participation in Ohio Township's Community Day on July 20, 2024.*

APPLICANT(S) SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

***Incomplete applications will not be accepted! Please read the form carefully and complete all areas before submitting.***

*Application deadline for Non-Profits is Friday, June 21, 2024.*

*If you have any questions call 412.364.6321 or email arubino@ohiotwp.org.*

***Return completed application along with fee to (please do not send application without the required fee):***

Ohio Township  
1719 Roosevelt Road  
Pittsburgh, PA 15237  
Attn: Andy Rubino

***Please make a copy of all paperwork for your records!***

