

Vendor Registration



Contact Information:

Company : Contact :

Mailing Address :

Website : Phone : E-Mail :

Business Information:

Business Type:

Restaurant
 Food Truck/Trailer
 Dessert/Sweets
 Coffee/Drinks
 Nonprofit
 Artisan/Handmade
 Business/Organization
 Other:

Food Truck/Trailer - Length & Width w/Hitch:

You must purchase 10'x20' space if truck is over 10'x10'
 Measurements will be taken at event & additional charges may apply

*Trucks/Trailers are only permitted on the paved area of Park Road booth spaces #1-21 and #34-43. All other spaces are tents only. Trucks/Trailers must remain on Park Rd. all 3 days and are not permitted to move until the end of the event on Saturday after midnight when park is cleared. Vendor services will assist with restocking.



FOOD & DRINK VENDORS:

You are required to submit a Certificate of Liability Insurance naming CTCC and Cranberry Township, 2525 Rochester Road, Cranberry Township, PA 16066 as Additionally Insured if you are selling food and drink at event.

Booth Information:

Price below is TOTAL for all 3 days (July 11, 12, 13) and the space is exactly 10'x10' unless otherwise noted. If you need 10'x20' space, you must purchase adjoining space which is double the price below. You are not required to be open during all event hours however, no price adjustments if you cannot attend all 3 days. Event dates & hours of operation below:

Thursday, July 11 from 4-10 PM **Friday, July 12** from 4-11 PM **Saturday, July 13** from 1-11 PM

Booth Map: www.yourctcc.org/vendor

PARK ROAD BOOTH PRICING	BOOTH COLOR ON MAP	COST
#8-21: Park Road 10'x20' w/Electric *Food Truck/Trailer Only		\$900
#1-7, #27-33 (tent only), #34-43: Park Road 10'x10' w/Electric		\$450
LAWN BOOTH PRICING	BOOTH COLOR ON MAP	COST
Electric Access Booth 10'x10' Tents Only • Booth #'s: 44-52, 98-128, 180-205, 222-223, 245-252		\$325
NO Electric Booth 10'x10' Tents Only • Booth #'s: 53-97, 129-179, 206-221, 224-244		\$250

Select Desired Booth Number:

First Option
 Second Option
 Third Option



SCAN FOR BOOTH MAP, ONLINE PAYMENT & VENDOR RESOURCES

Discounts: CTCC Member (25% off), 2023 Returning Vendor or Nonprofit Organization (10% off)

Electric: Spaces with electric are limited to ONE 120v plug. If you require 220v, you must contact before booking.

SPONSOR & VENDOR DEADLINE: June 1, 2024

By completing this vendor registration form, I have read and acknowledge the 2024 CTCC Community Days Rules and Regulations found at www.yourctcc.org/vendor. Yes No

Booth Payment:

\$ Booth Rate
 \$ Less Discount

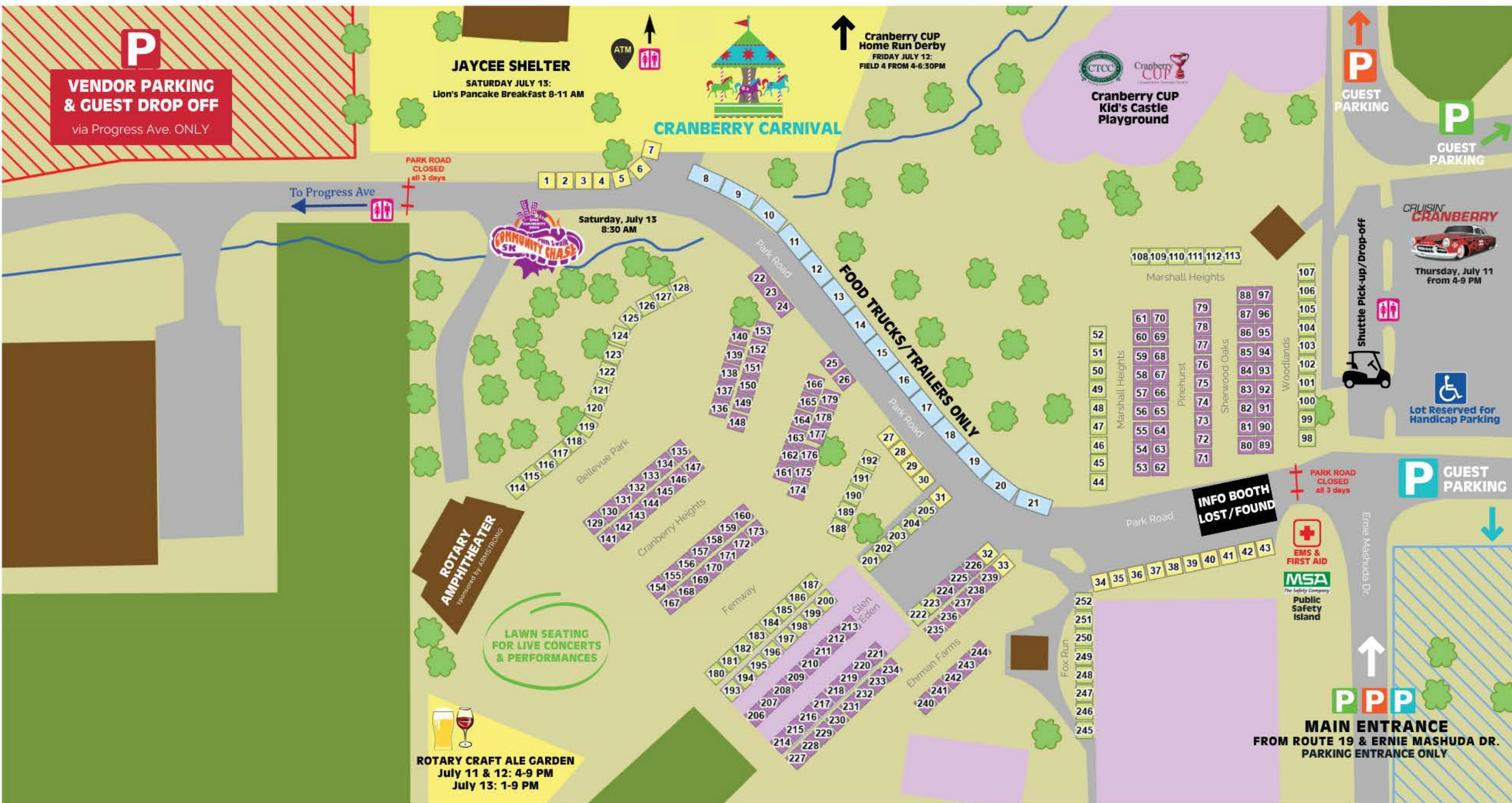
 \$ Total Due

Payment Details:

Send form and check payable to CTCC to:
 CTCC Community Days
 ATTN: Audrey
 2525 Rochester Road, Suite 450
 Cranberry Township, PA 16066

To pay with credit card:
 Register online via Eventbrite at www.yourctcc.org/vendor





DATE & TIME

July 11 - 13, 2024
 Thursday: 4 - 10 PM
 Friday: 4 - 11 PM
 Saturday: 1 - 11 PM

SPECIAL EVENTS

Thursday: Cruisin' Cranberry
Friday: Cranberry CUP Home Run Derby, Battle of the Badges Event
Saturday: Community Chace 5K, Lion's Pancake Breakfast, Roaming Mascots, Zambelli Fireworks

PARKING

Guests must enter the Park at Ernie Mashuda Drive from Route 19.
 If raining, use directional signage to Yellow Lot from Progress Avenue to Unionville Road to E. Kensinger Dr.

INFO

No Pets and No Soliciting
 No Outside Alcohol
 Guest Drop-off/Pick-up at Red Lot Only
 Dog Park & Courts CLOSED 7/8- 7/15
 Carnival, Live Music, Food, and Vendors
 ALL 3 DAYS JULY 11-13!

EVENT SCHEDULE





2024 CTCC COMMUNITY DAYS VENDOR RULES & REGULATIONS

July 11-13, 2024 • Cranberry Community Park

The following 2024 CTCC Community Days Rules & Regulations (the “Rules & Regulations”) apply to all Community Days events. Prior to your registration, you must acknowledge and accept the Rules & Regulations contained herein. Should you not wish to accept the Rules & Regulations you should not register. Submission of registration is regarded as affirmation of your acceptance of the Event Rules & Regulations.

- **Vendor Booking:**

- Spaces are exactly 10’x10’ unless otherwise noted. You must purchase additional adjoining booth spaces if your food truck or trailer is over 10’x10’ or if you wish to have a double space that is 10’x20’.
- Online Vendor booking is through Eventbrite only (<https://www.eventbrite.com/e/ctcc-community-days-2024-vendors-registration-714895631077>) and is first-come, first-served booth number selection. Paper forms are available at www.YourCTCC.org/vendor
- If your tent, truck or trailer (including hitch) exceeds these dimensions, it will not fit into the space and will be removed without refund or you will be charged for the additional space.
- Park Road Booths (#1 - #43):
 - Self-contained food trucks and/or trailers are only permitted in booth locations #1-21 and #34-43.
 - Booth locations #8 to #21 only reserve a space on Park Road, not a specific booth location. Vendors will be staged on a first-come, first-served basis on Wednesday or Thursday. These spaces, because of location, cannot be set up on Friday or Saturday.
- Electric Booth Spaces:
 - Power is strictly limited to:
 - ONE – 120v plug per booth space at no more than 2000 watts
 - If you require 220v provisions, you must contact communitydays@cranberrytownship.org BEFORE RESERVING vendor space. These booth spaces cost extra and only 5 spots are available along Park Road. Vendors using 220v in approved spaces are required to bring plug adapters and extension cords.
 - Vendors must bring extension cords (at least 50 ft.). No hard wire feeds.
 - Generators may be used only in self-contained food trucks/trailers located on Park Road booth #8 through #43 and must be approved by Community Days coordinator. If generator causes any noise or safety complaints during event, vendor will be required to shut it down. No additional electric will be provided.
- Cars, trucks, and trailers are prohibited at booth locations #22-33 and #44-252.
- CTCC reserves the right to move vendor booths to another location at the discretion of CTCC.
- Vendors must be prepared for inclement weather. There is no rain date, and no refunds given in the event of inclement weather. Vendors must provide their own tent, table, chairs, signage, booth displays, etc.
- **Vendors selling food or drink** must submit a Certificate of Insurance naming CTCC and Cranberry Township as additional insured by June 15. COIs may be emailed to communitydays@cranberrytownship.org or mailed to CTCC, 2525 Rochester Road, Suite 450, Cranberry Township, PA 16066.

- **Vendor Parking:**

- Booth pricing includes one parking pass which will be mailed after June 24 to the address provided on application.
- **No vehicles will be permitted in Red Lot Vendor Parking without a parking pass.**
- **Parking pass must be displayed to prevent cars from being towed.**
- **Vendor Services will only be available to haul items to vendor booths from the Red Lot Vendor Parking.**
- Vendors with more than 1 vehicle must park in guest parking lots (blue, green, and orange lots).
- No parking on the roadways, near booths, etc. All vehicles must park in designated parking lots.

- **Vendor Services:**

- **Shuttle service to haul vendor items to/from booth is only available from Red Lot Vendor Parking.**
- Vendor Services is not available from any other parking lots.
- Vehicles are prohibited on all grass areas for any setup requirements.
- Booth Breakdown: Vendor Services will ONLY be available to assist with breakdown hauling on Saturday, July 13 between 6 – 8 PM. No services after 8 PM.

- **Vendor SETUP Schedule:**
 - **Traffic Flow for Vendor Setup:**
 - **Wednesday & Thursday:** Vendors enter Community Park at Ernie Mashuda Drive, check in at the Info Booth, drive down Park Road where you will unload your vehicle quickly and immediately move vehicle to Red Lot Vendor Parking. Do not begin setting up your booth until your vehicle is moved off Park Road.
 - **Friday & Saturday: Park Road is CLOSED.** Vendors must enter via Progress Avenue to the Red Vendor Lot.
 - **Wednesday, July 10:** Setup between 9 AM – 3 PM. Vendors will be placed in the order they arrive if booth locations are on Park Road - First-come, first-served. No vendor services this day.
 - **Thursday, July 11:** Setup between 9 AM – 1 PM with Park Road access (All Vendors). Park Road will close promptly at 1pm. Vendors arriving after 1pm must go directly to Red Vendor Lot for vendor services available between 1pm-8pm. Event runs 4 - 10 PM. **Park Road will be closed Thursday July 11 at 1:00 PM and will remain closed until 1:00 AM Sunday July 14 morning when the Park is cleared.**
 - **Friday, July 12:** Setup beginning at 1 PM until 8 PM from Red Vendor Lot ONLY (No access on Park Road). Event runs 4 - 11 PM.
 - **Saturday, July 13:** Setup beginning at 11 AM from Red Vendor Lot ONLY (No access on Park Road). Event runs 1 - 11 PM.
- **Vendor BREAKDOWN Schedule:**
 - **Thursday & Friday:** No breakdown services available.
 - **Saturday, July 13:** Breakdown available with Vendor Services between 6 PM – 8 PM
 - **2024 NEW PROCESS:** When your booth is completely broken down and ready for transport to your vehicle in the Red Vendor Lot only, you must inform the CTCC Info Booth and they will notify Vendor Services to arrive at your booth when they are available. This service will only be available until 8 PM. **Vendor Services will NOT be available after 8PM.**
 - Vendors may breakdown after fireworks display has ended (no services available). Vehicles prohibited on Park Road until 1 AM.
 - **Sunday, July 14:** Breakdown between 9 – 11 AM.

Additional Information:

- No refunds will be given starting June 1 for any reason other than cancellation of the 2024 Community Days event due to federal and state COVID mandates.
- Unethical conduct, immoral behavior, or any infraction of the Rules & Regulations, as determined within the discretion of CTCC, those persons shall be immediately removed and excluded from the event. If such exclusion occurs, it is agreed that no refund shall be made to the Vendor and CTCC is not liable for any damages or expenses incurred by the Vendor because of such exclusion. Vendors must always conduct themselves in a professional manner. Any vendor that exhibits unacceptable behavior and/or profanity towards event staff at any point will be asked to leave the event without refund.
- CTCC & Cranberry Township assumes no liability for damage or injury or loss of property. Vendors are responsible for carrying insurance for their property and protecting all valuables.
- Mascots, raffles, handouts, coupons, etc. can only occur within 5 feet in front of the booth. Roaming the park soliciting is not permitted. Non-food vendors are prohibited from distributing food and drink items. Please help prevent others from doing so by reporting it to CTCC Info Booth personnel.
- Vendors who create a high use of trash during the event or plan to leave trash are required to make pick-up arrangements in advance. Vendors will be charged for removal of trash left behind.
- Water is only available by buckets. No hose connections.
- Pets and animals are not permitted anywhere in the park or at any booth location by ordinance of Cranberry Township. This is strictly enforced. All animals required by the vendor must have written permission given by CTCC and this letter must be available during the event for verification. If letter is not present during the event, the pet must vacate the premise. Service animals permitted.
- CTCC may collect parking donations, parking fees and/or charge an entrance fee. There is a fee to ride the carnival.
- No verbal agreements and only written agreements signed by both parties will be accepted should changes be required.
- Payment for a booth acknowledges that any photos or videos taken during this public event can be used by CTCC & Cranberry Township for publication and promotion in print, online, social media, video-based marketing, and advertising materials without compensation.

Thank you for your support of CTCC Community Days.
Proceeds directly benefit 90+ nonprofit and civic organizations in Western Pennsylvania.
www.YourCTCC.org • CommunityDays@CranberryTownship.org