



## PALMER TOWNSHIP COMMUNITY WEEKEND

TOWNSHIP OF PALMER • NORTHAMPTON COUNTY, PA

Municipal Building, 3 Weller Place, Palmer, PA 18045-1975, Tel. 610-253-7191, Fax 610-253-9957

Website: [palmertwp.com](http://palmertwp.com)

### Vendor Application

Palmer Township Community Weekend Vendors

- Must be a 501c3 organization
- Must stay open for the entirety of the event rain or shine.
- Must sell a food item or sponsor a game that wins prizes.

Pre-Approval: All vendor items or games must be pre-approved by the Palmer Community Weekend Committee. Priority for product approval is given to returning vendors and determined on a first-come, first-served basis for new vendors. No Duplicates: Vendors are not allowed to duplicate items or games.

New Applications: Open spaces for new applications will be considered based on availability after returning vendors have submitted their applications. New applicants must sell a food item.

Thank you for your cooperation.

#### **CONTACT INFORMATION**

Name of Non-Profit Organization: \_\_\_\_\_

Contact Name: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

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

#### **BOOTH INFORMATION**

***EVERYTHING that will be sold at booth:***

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NOTE: NO alcohol is allowed to be sold, except in the beer tent stand. NO glass bottles allowed. We ensure that no organizations are selling the same product (except for beverages).

**Cooking/Cooling Appliances:**

Please indicate what you will be cooking with/have on site:

- ☐ Gas grill    ☐ Propane    ☐ Charcoal grill    ☐ Smoker    ☐ Crock pot  
☐ Freezer  
☐ Other: \_\_\_\_\_

**Electricity:** Each booth will be provided with one 20AMP outlet box (a total of 2 slots to plug into). Please contact me in advance if additional electricity is required.

NOTE: NO multi-outlet power strips are allowed. High-capacity appliances overload the power strip and cause the circuit breaker to trip.

**Lighting:** Lights are required for every booth. We can provide one or two fluorescent lights per booth.

- ☐ I will provide my own lighting.    ☐ Please provide \_\_\_\_\_ fluorescent lights.

**Flooring:**

NOTE: Floors are required for any booth that has food. We can provide 4' x 8' pieces of wood flooring.

- ☐ I will provide my own flooring.    ☐ Please provide \_\_\_\_\_ wood floors.

**Tent** – You must provide your own tent for the event. Tent size cannot exceed 10' across the front in order to fit in the allotted spaces.

**Food Inspection & Fire Safety** – If your booth has food, you will need to fill out an application with the PA Department of Agriculture, and your booth will be inspected at the start of the event. I have included a link to the application. Please note: There is a license renewal fee of \$14.00. Check or Money Orders must be made out to "Commonwealth of PA."

**Important:** Contacting the PA Department of Agriculture is the sole responsibility of the vendor. The Palmer Community Weekend staff will only provide the required event details to the PA Department of Agriculture and cannot answer any questions regarding your food license or the renewal process. For assistance with your license or application, please contact the food inspector directly at grleslie@pa.gov.

As stated above, we will provide flooring, portable sink stations, hot water stations, and Giant has graciously donated a refrigerated truck for on-site product storage. If cooking in your booth, you must have an ABC fire extinguisher.

[https://www.agriculture.pa.gov/consumer\\_protection/FoodSafety/Retail%20Food/Documents/Application%20Packet%20-%20Temporary%20Food%20Facilities%2011.2023.pdf](https://www.agriculture.pa.gov/consumer_protection/FoodSafety/Retail%20Food/Documents/Application%20Packet%20-%20Temporary%20Food%20Facilities%2011.2023.pdf)

**Set-up** – Wed. 8AM until Thurs. 9AM (dates to be specified each year)

**Break-down** – Sun. 9PM until Mon. 11AM

NOTE: Set-up and Break-down times **MUST** be followed.

**Security** - Palmer Township Police Department will have officers stationed at Fairview throughout both the day and night from Wednesday morning through Monday 7AM. Security will include regular patrols and stationed officers. However, vendors are responsible for securing their own booths and merchandise.

**Parking** – You may temporarily park your vehicle close to your booth space during the set up and break down process. During event hours, we ask that no more than 1 car per booth be parked in the grass area behind the tennis courts near the bike path. Parking is extremely limited in this area. If you are able to park further away in the surrounding area and walk to your booth, please do so.

**Comp Cards** – Comp Cards are issued by Palmer Township to designated individuals for event-related purchases. Only purchases made with signed Comp Cards are eligible for reimbursement.

If you are presented with a Comp Card, you may complete the Comp Card Receipt paperwork for the order and submit it to Palmer Community Weekend Coordinator for payment at the end of the event. Please make sure that it is signed by whoever presented the Comp Card.

**Reimbursements will ONLY be honored for individuals who present a comp card.** A reimbursement check will be mailed to you the following week.

**Cost of Booth** – The 2025 cost of a booth remains \$110.00.

Booth fees are non-refundable except in cases of the entire event being cancelled by Palmer Township.

**Application Deadline** – May 1<sup>st</sup>, 2025.

**Please make check payable to:** Palmer Township Community Weekend

**Mail payment to:** Township of Palmer  
Palmer Township Community Weekend Event  
3 Weller Place  
Palmer, PA 18045

**Questions** – Please reach out to: Justine Caiazzo-Strouse at  
[cw@palmertwp.com](mailto:cw@palmertwp.com)  
(610) 253-7191 x. 1117 (Mon – Fri 8:30AM-4:30PM)  
(484)-523-7281 (Cell)