



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

Vendor Information & Application Packet

Dear Community Partner,

Thank you for your interest in participating in Palmer Township Community Weekend! This annual event brings together residents, families, and local organizations for a weekend filled with food, games, entertainment, and community spirit.

Our goal is to create a welcoming, engaging, and successful event for both attendees and vendors. We value the time, effort, and fundraising support that our nonprofit organizations provide, and we are committed to creating an environment where your booth has strong visibility and the opportunity to be profitable.

To help us create the best possible experience for everyone, the information below outlines vendor requirements, booth guidelines, and event logistics. Please review this information carefully before completing the attached application.

Palmer Township continually evaluates the event layout to ensure a positive experience for attendees. As a result, booth locations may be adjusted or relocated as needed.

Please be assured that we will always do our best to provide each vendor with maximum exposure.

We appreciate your cooperation and look forward to working with you to make this year's Palmer Township Community Weekend a success!

Sincerely,
Palmer Township Community Weekend Committee

VENDOR REQUIREMENTS:

- Must be a 501(c)(3) organization
- Booths **MUST** be open for ALL hours of the event (rain or shine)
- Must sell a food item or sponsor a prize-based game
- No duplicate items or games permitted
- All food and games must be pre-approved

BOOTH & TENT/BOOTH GUIDELINES:

- Standard booth/tent/booth size is 10' x 10'
- Vendors with previously approved larger tent/booth sizes may not exceed the size approved in the prior year

***** NEW EVENT HOURS:**

- Thurs – 8/13/26 – 6-10 PM
- Fri – 8/14/26 – 6-11 PM
- Sat – 8/15/26 – 5-11 pm
- Sun – 8/16/26 – 1-7 PM

IMPORTANT NOTICE:

Incomplete applications will NOT be accepted. This ensures the appropriate amount of space is allocated for each vendor.

SET-UP: Wednesday 8:00 AM – Thursday
1:00 PM

BREAK-DOWN: Sunday 7:00 PM – Monday
9:00 PM

BOOTH FEE: \$120.00 (non-refundable unless the entire event is cancelled)

APPLICATION DEADLINE: May 1, 2025

Questions may be directed to:

Justine Caiazzo-Strouse –

justine@palmertwp.com

(610) 253-7191 x1117

Vendor Application (Submit This Page)

Incomplete applications will not be accepted. Please complete all required fields.

Organization Name:

Contact Name:

Mailing Address:

Phone Number:

Email Address:

Items/Games to be Sold (REQUIRED):

Cooking Equipment (check all that apply):

Gas Grill

Propane

Charcoal

Fryer

Smoker

Crock Pot

Freezer

Electricity Needed:

Yes

No

Total Outlets Needed:

Lighting Needed:

Yes

No

Total Lights Needed:

Flooring Needed (4' x 8' sections):

Yes

No

Total 4' x 8' Floors Needed:

Tent/Booth Size (REQUIRED – Standard 10' x 10'):

Authorized Signature (REQUIRED):

Date (REQUIRED):