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CTCC Community Day Application
(Go to www.ctchest.org for booth availability)

Contact: _____ Email: _____

(By completing this form, I agree that I have read and agree to all "Rules & Regulations" on the application)

Business/Organization: _____ Telephone #: _____

Street Address: _____

City, State, Zip: _____

Description of Business/Service/Product being provide: _____

Please check one of the items for your Group/Business: Will set tent up Bringing Trailer: Dimensions required:
Length: _____ ft.
Width: _____ ft.

(ALL TRAILER/FOOD TRUCK APPLICATIONS MUST BE APPROVED. YOU WILL BE NOTIFIED UPON DECISION.)

(Payment due in full for space assignment. 3 selections are required. If not complete, you will be assigned the next available booth location. Booths assigned on a first come, first serve basis. Red colored booth pricing applies even if electric is not used. Pricing is for booth space only.)

*******ONLY ELECTRIC PERMITTED: (1) 120 volt load at no more than 2000 watts per booth*******

Sections	W/O Electricity (BLUE COLOR)		With Electricity (RED COLOR)	
	10' x 10'	10' x 20'	10' x 10'	10' x 20'
A*	N/A	N/A	\$365	\$545
B	\$240	\$420	\$290	\$470
C	\$150	\$220	\$205	\$270
D**	\$215	\$320	\$255	\$360
E*	\$290	\$470	\$340	\$520
F*	\$290	\$470	\$340	\$520

All spaces are able to be used as one, two or three day's booth for one price

*(Exceptions: Sections A, E, & F are 3 Day only booths)

** (D5 to D24 no food vendors/no staked tents)

(YOU MUST SELECT BOOTH #'S)

1st Choice: Booth # _____ **2nd Choice:** Booth # _____ **3rd Choice:** Booth # _____

DISCOUNTS: 15% if you are CTCC NONPROFIT/CIVIC GROUP (or) Cranberry Church \$ _____

10% if you are a North Pgh/Butler Chamber Member or other nonprofit/church \$ _____

CONSIDER THESE ADDITIONAL MARKETING TOOLS

Advertise in our 3 day Planner that will be sent to 50,000 homes.

Put a Coupon or ad in the CTCC Community Day Guide:

*No ads accept after June 1st. **The price based on (4 colors) graphic prepared ads per our specifications.***

2”h x 3”w space: \$225 _____ 4”h x 3”w space: \$325 _____ 4”h x 6”w space: \$525 _____ 6”x 6”other:\$725 _____

full page \$1,500 _____ The 24+ page, CTCC Community Day Program Guide will be sent to over 50,000 homes and handed out at the park during Community Days. This is a chance to provide an ad or coupon to enhance your customer’s visit to seek you out. Ad space is very limited. Ad sizes up to 6” x 6” in size can be accepted. Ad space prices are based on prepared graphic designs meeting our specifications, which are on our web site. Ads can be prepared for a fee of \$50.

18 x 24 logo sign Sponsorship: \$125: all signs will be brought to the park and displayed all THREE DAYS at Community Days. Located along the road going in & out of festival grounds. Buy Two signs for \$200.

Recycle Containers with your 11” x 17” message on it. \$250 (two sides) \$300 (all four sides)

It is an 18” x 18” x 36”h recycle container, which we will place your identical message on 11” x 17” labels attached to the two or four sides of the recycle container. You can design the message yourself, send it to us, and we will print it and adhere it to the sides. We will place the container near your booth. Message must be received by July 1st. Message can state anything about your own business, a sale, a logo, etc.

3’ x 3’ or 3’ x 4’ vinyl banner: \$225 for (1), \$400 for (2) This one-sided banners that will be placed on the parking separation ropes along Park & Ernie Masuda Drive leading into the park. Your designed Message/logo can be up to 4 colors. The exact size will be determine by your design. Require you to have a prepared design and available in a high quality digital format. Will not have grommets. We can provide a **(2) larger 3’ x 5’ banner with grommets for \$500.**

Payment Summary:

Booth: \$ _____

Discount (from page 1 of the application) (\$ _____) (Nonprofit/civic group/church/chamber member)

3 Day Planner Ad: \$ _____

Recycle Containers: \$ _____

Signage \$ _____

TOTAL PAYMENT: \$ _____ Check # _____

Submit application & payment to:

CTCC COMMUNITY DAYS
Attn: Cori
2525 Rochester Road, Suite 600
Cranberry Twp., PA, 16066

Questions: www.CTCChest.org
Call: (724) 779-4FUN (4386) ext. 1129
Email: Cori.Kohonoski@cranberrytownship.org

Please read rules and regulations for booth set up which can also be found at www.CTCChest.org

Rules & Regulations for Booth Set Up

- **Booths in Sections A, E, and F can only be set up on Thursday July 13th.** These spaces, because of location, cannot be set up on Friday or Saturday.
- **July 13th Thursday: SET UP can only occur from 9:00 AM to 2:30 PM.**
- **July 14th Friday: Event begins 4:00 pm. SET UP can only occur from 9:00 AM to 2:30 PM.**
- **July 15th Saturday: Event begins 1:00 pm. SET UP can only occur from 9:30 AM to 12:00 PM.** Disassembly can occur only after fireworks after 10:00 PM. **NO VENDOR SERVICES will be available to help.** No vehicles can enter until **AFTER THE CARNIVAL CLOSES.** Ideal time to breakdown is Sunday morning.
- No cars/trucks will be allowed to any booth location 2 hours prior to event start times.
- Booth space is exactly 10 feet by 10 feet. **If you have a tent or trailer that exceeds this dimension, you will not fit into this space.** If you buy a 10' x 20 space for an 18 ft. trailer with a 3ft. hitch, you will not fit into 20 ft. space. Please know the exact length & width. If your tent, trailer, etc. does not fit within your space, we will ask you to remove it without refund.
- If you are going to leave garbage or create a high use of garbage space during the event, you need to let us know in advance to your arrival for garbage pick-up arrangements. You will be charged for removal of garbage left behind.
- Water is only available by buckets. **NO EXCEPTIONS**
- All booth pricing includes one parking pass. A second pass can be purchased for \$25.
- Parking passes **MUST** be displayed to prevent your car from being towed. Cars without permit were towed last year! No parking on the roadways, near booths, etc. All vehicles must park in designated parking lots.
- **NO VEHICLES WILL BE PERMITTED IN DESIGNATED LOTS WITHOUT A PARKING PASS, WE CANNOT EMPHASIZE THIS ENOUGH!!!!!! IF YOU NEED TWO CARS, BUY A 2nd PASS!**
- Refunds: No refunds after June 1, unless your booth is resold to another vendor. No refunds for rain or weather delays. Absolutely **NO** refunds after July 1 for cancellations for any reasons.
- All Booths in all sections are filled on a first come, first serve basis. We will not regulate the quantity and/or type of vendors that will participate. An updated list of vendors is available on our web site for your review. If booths sell out, your name will be placed on a waitlist.
- Vendor packets will be mailed after June 26TH. Your parking pass & will be in this package.
- Your payment for a booth acknowledges that any photos or videos taken during this event can be used by CTCC & Cranberry Township for publication and promotion.
- Every attempt will be made to honor your booth space location once confirmed but CTCC reserves the right to move you to another booth location.
- CTCC & Cranberry Twp assumes no liability for damage or injury or loss of property. Exhibitor is responsible to carry insurance for their property.

- Pets & animals are not permitted anywhere in the park or at your booth by ordinance of Cranberry Twp. This has been strictly enforced in prior years and will be enforced this year. All animals needed for your booth must have written permission given by CTCC. Please have this permission letter on you as you will be asked for this letter if you have an animal.
- No verbal agreements are accepted. Only written agreements signed by both parties will be accepted should changes be required.
- Community Days may collect parking donations, parking fees and/or charge an entrance fee. There is a fee to ride the carnival.
- Mascots, raffles, 50/50's, handouts, or coupons can only occur within 10 feet in FRONT of your booth. Roaming the park for collections, selling, or distribution of hand out material is not permitted EXCEPT in front of your booth. Please help prevent others from doing so by reporting it to a CTCC Area Manager. See question & Answers for the reason of this policy!
- No generators.

Thank you for your support to CTCC Community Days. Please know that 100% of the proceeds are returned to help promote over 50 Nonprofits and Civic groups in Western Pennsylvania.