



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

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: _____

Food Truck: Length _____ Width _____

Trailer: Length (with hitch) _____ Width _____

Regulations for vendors!!!!

-No vehicles will be permitted on any grass area for any set-up requirements

-Self-contained food trucks and/or trailers are only permitted in booth locations #1 to #69

-For #1 to #69, you are only reserving an area on Park Road, not a specific booth location. Vendors will be staged by staff on a first come first serve basis on assigned set-up day. Instructions will be sent at a later date.

-Only electric permitted (1) 120 volt load at no more than 2000 watts per booth

-Vendor parking permits/final instructions will be mailed 2 weeks prior to the event to the address provided on this application. Please notify us if this address is different.

BOOTH PRICING

Booth #	W/O Electricity (BLACK numbers)		With Electricity (RED numbers)	
	10' x 10'	10' x 20'	10' x 10'	10' x 20'
1 to 69 (trucks/trailers only)	\$345	\$520 ²	\$395	\$570 ²
100 to 128 (NO trucks/trailers)	\$345	\$520 ²	\$395	\$570 ²
200 to 425 (NO Trucks/trailers)	\$245	\$430 ²	\$295	\$480 ²
500 to 1018 (NO Trucks/trailers)	\$175	\$285 ²	\$225	\$335 ²

1: No trucks or cars will be allowed to be used to set up a booth in #100 to #1018

2: For the 10'x 20' booth pricing, selection must be within the SAME Neighborhood, side-by-side.

All spaces are able to be used as 1, 2 or all 3 day's for the listed price

(# 400 to #425 no food vendors/no staked tents)

(YOU MUST SELECT BOOTH #'S for locations #100 through #1018)

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

(If selected booths are not available, you will be placed in next available)

Discounts: 15% if you are a CTCC nonprofit/civic group* or a Cranberry Church: \$ _____ OR

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

**If you are not sure if you are a CTCC non-profit group please call (724) 776-4806 ext 1103. Booster clubs, school, or any nonprofit organization not associated with Cranberry Twp Community Chest are eligible for the 10% discount. Discounts for CTCC, NONPROFITS and North Pgh/Butler CHAMBER MEMBERSHIP WILL BE CHECKED. Remember we are a nonprofit using the revenues to help other nonprofits & our community.*

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: Just \$235 for a 2 inch x 3 inch space

No ads accepted after June 15th. The price is based on (4 colors) graphic prepared ads per our specifications.

2" x 3" space: \$235 _____ 4" x 3" space: \$335 _____ 4" x 6" space: \$535 _____ 6" x 6" other size: \$740 _____

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" inch 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: \$150: 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 (2) signs for \$250.

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 out and adhere it to the sides. We will place the container near your booth. Message must be received by July 1. Message can state anything about your own business, a sale, a logo, etc.

30" x 38" banner: (1) for \$250 or (2) for \$450: This one-sided banner 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 determined by your design. You are required to have a prepared design and available in a high-quality digital format. Will not have grommets. We can provide

TWO larger 3' x 5' banners with grommets for \$600.

Payment Summary:

Booth: \$ _____

3 Day Planner Ad: \$ _____

Logo sign \$ _____

Recycle Containers: \$ _____

Banner \$ _____

Payment enclosed: \$ _____

Check # _____

Submit application & payment to:

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

Questions: www.ctccchest.org

Call: Parks & Recreation (724)779-4386

Email: parksandrec@cranberrytownship.org

(Please note: "Community Days" in the subject line)

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 1-69, set up instructions will be emailed separately. These spaces, because of location, cannot be set up on Friday or Saturday. No cars, truck, trailers in booth #100-1017
- **Booth Set-up Timeframes:** PLEASE NOTE times to Breakdown. Ideal time to breakdown is Sunday.
- **July 11th Thursday:** Event begins 4:00 pm. **SET UP can only occur from 9:00 AM to 2:30 PM.** No disassembly can occur until Friday morning from 9AM to 2 PM.
- **July 12th Friday:** Event begins 4:00 pm. **SET UP can only occur from 9:00 AM to 2:30 PM.** Disassembly can occur only after fireworks on Saturday after 10 pm, **NO GUEST SERVICES will be available to help.** No vehicles can enter until midnight.
- **July 13th Saturday:** Event begins 1:00 pm. You must be set up **FRIDAY 9:30 to 2:30 if you are going to participate Saturday.** There are two events starting 8AM on Saturday. Disassembly can occur only after fireworks after 10 pm, **NO GUEST SERVICES will be available to help.** No vehicles can enter until **AFTER THE CARNIVAL CLOSES.** (about midnight to 1 AM). Ideal time to breakdown is Sunday.
- No cars/trucks will be allowed to any booth location within 1 hour of 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 of your arrival for garbage pick-up arrangements. You will be charged for removal of garbage left behind.
- Water is only available by buckets. No hose connections.
- 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 a 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 2 weeks prior to event.** 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 Township 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 Township. 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. If you do not have the letter with you, you will have to remove the pet. Keep the letter with you.
- 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 2 feet in FRONT of your booth. Roaming the park for collections, selling, or distribution of hand out material is not permitted. 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.