

# Borough of Wyomissing Recreation Department

## Vendor Registration & Participation Agreement

Thank you for your interest in participating as a vendor at Borough of Wyomissing Recreation Department events and activities. Please complete this form in full and submit it in advance of the event for review and approval.

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### Vendor Information

**Business / Organization Name:** \_\_\_\_\_

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

**Mailing Address:** \_\_\_\_\_

**City / State / ZIP:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Website / Social Media (if applicable):** \_\_\_\_\_

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### Event Information

**Event Name(s):** \_\_\_\_\_

**Event Date(s):** \_\_\_\_\_

**Type of Vendor:**  Food  Merchandise  Craft  Non-Profit  Other: \_\_\_\_\_

**Brief Description of Items or Services to be Sold or Provided:**

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## **Booth & Setup Details**

**Space Required:**  10' x 10'  Other: \_\_\_\_\_

**Will you require electricity?**  Yes  No

**If yes, please describe needs:** \_\_\_\_\_  
\_\_\_\_\_

**Will you use a tent, table, or display structure?**  Yes  No

**If yes, please describe:** \_\_\_\_\_  
\_\_\_\_\_

## **Vendor Fee**

A non-refundable \$50.00 vendor participation fee is required for each approved vendor, per event.

- Check enclosed
- Invoice requested

Payment must be received prior to the event date unless otherwise approved by the Borough of Wyomissing Recreation Department.

## **Permits & Licenses**

Please confirm that you hold all required licenses and permits necessary to operate your business in the Commonwealth of Pennsylvania and Berks County.

- Yes, I confirm all required permits and licenses are current and valid.

## **Vendor Agreement & Release of Liability**

By signing below, the vendor agrees to the following:

- The vendor is responsible for securing and maintaining all required insurance coverage.
- The vendor agrees to release and hold harmless the Borough of Wyomissing, its officials, employees, and contractors from any and all claims, damages, losses, or injuries arising out of or related to the vendor's participation in the event.
- The vendor agrees to comply with all Borough rules, regulations, and directions provided by Recreation Department staff.
- The Borough of Wyomissing reserves the right to deny or revoke vendor participation at any time.

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### **Signature**

I certify that the information provided above is true and accurate and that I agree to all terms and conditions outlined in this Vendor Registration & Participation Agreement.

**Vendor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name & Title:** \_\_\_\_\_

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### **Submission Instructions**

Please return the completed form and required documentation to:

#### **Borough of Wyomissing Recreation Department**

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

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