



Harvest Fest 2025

Saturday, October 11, 2025

VENDOR AGREEMENT APPLICATION INSTRUCTIONS

- **APPLICATION**

- **You can complete this application in one of two ways:**

1. PRINT all pages. Retain this page and the information page for your records. Fill out the Reservation form and sign the Waiver (or send us a copy of your insurance). Mail these along with a check to the address provided on the form. Text or email us your links to social media or website and 1-3 photos of your best work to be featured in our advertisements.
2. Ensure you have selected the editable PDF link. Download the PDF. Fill in the fields on the Reservation form and electronically sign the Waiver. If you are unable to sign electronically, please mention this in your email, and we will provide a printed waiver for you to sign at check-in on the event day. Save your completed forms as a new PDF, then attach them to your email. PLEASE AVOID SENDING CELLPHONE PHOTOS OF YOUR APPLICATION, as they are challenging to read and print for our records. Electronic scans are acceptable. In your application email, please include links to social media or website and 1-3 of your best work- to be featured in our advertisements. Send completed application to :

harvestfest@homercitygarden.com

- **EARLY BIRD PRICING & PAYMENT**

- Applications received **before September 1** will qualify for “early bird pricing.”
- We are exclusively accepting HANDMADE artists for this event. Please contact us via email before making any payments to confirm your booth approval. We will consider artists with similar products to already approved vendors, but keep in mind that we aim to limit product duplication to avoid oversaturation in sales.
- **Payment is REQUIRED** with all applications once your booth is approved. Any applications that remain unpaid for over one week (mail) or 72 hours (PayPal) will forfeit their spot to the next applicant in line.
- In addition to private vendors, we are also welcoming:
 - Non-profits: Organizations raising funds for **legitimate charitable causes** will be eligible for special pricing. This includes “Boosters” providing concessions at this event.
 - Children’s Activities: Any group offering a **FREE children’s activity** will have their booth fees WAIVED as a token of appreciation for serving our community. Activities must receive approval from our Harvest Committee via email prior to completing the application.

- **CHECKING IN ON THE DAY OF THE EVENT**

- In the week leading up to the event, we will send emails with any updated information regarding your participation in our event.
- No vendors will be permitted to begin set up prior to sunrise. You **MUST** check in to our Garden tent before driving onto field. Our staff will show you to your area, and explain the traffic flow. You may park in the church lot prior to check in . After you are set up, we prefer you move your car to Firemans field. Ask a member of the garden staff if you have any questions where to go.
- Baskets will be received at check in. We will also provide you with a map of the field at this time.

- **EXITING THE EVENT** NO VEHICLES WILL BE PERMITTED ON ANY PART OF THE FIELD PRIOR TO THE END OF THE LIVE BAND PERFORMANCE. SECURITY WILL ENFORCE THIS. PLEASE RESPECT THE SAFETY OF OUR SPECTATORS.



Homer City Community Garden & Learning Center (Provided by Homer-Center Parks & Recreation)

Harvest Fest 2025

Saturday, October 11, 2025

2 pm to 9 pm

VENDOR AGREEMENT INFO

Location: 131 E Wiley St, Homer City, PA

Assembly & Booths

- All the festival proceedings will be held outdoors, in the vicinity of the Homer City Community Garden & Learning Center.
- Set-up commences at **10 am** and must be completed by **1 pm** on the day of the festival.
- Vendors are obligated to finish unloading and ensure their vehicles are off the grounds by **1 pm**.
- The allocated space for each stall is 10 ft x 10 ft. If you're bringing your own canopy/booth, make sure it fits into the specified area, otherwise reserve additional spaces to suit your booth size.
- It's essential that all booths are self-supporting. Stakes are permitted within the 10x10 space

Policy on Withdrawals

- Any cancellations occurring within the 2 weeks leading up to the festival will lead to the loss of the booth fee.
- The festival will go forward irrespective of weather conditions.
- No refunds will be issued in the event of adverse weather conditions.

Certificate of Insurance/Waiver

- Preferred Method: Attach a liability insurance certificate for \$1,000,000 to your booking form, indicating the Homer City Community Garden & Learning Center Committee Volunteers as additionally insured.
- Alternative Method: If you do not carry a certificate of insurance then you **must sign** the Waiver of Liability and Hold Harmless statement.

Application & Fees

- Applications are for the Harvest Festival vendor exhibitors of **handmade goods & services only**.
- Exhibitors must complete, sign and return applications by the September 27th deadline.
- Payment for booth space is **due at the time application is submitted**.

Basket Raffle

- We are asking that each vendor donate one \$20 value basket or item to be used at our event basket raffle. Funds raised from the raffle will benefit the Homer City Community Garden & Learning Center. Vendor donation for basket raffle is due by NOON on Saturday, October 11th.

APPLICATION & FEE DEADLINE: SEPTEMBER 27, 2025

NO EXCEPTIONS TO THIS DEADLINE WILL BE MADE TO ENSURE OUR STAFF HAS SUFFICIENT TIME TO
ADVERTISE OUR VENDOR LIST. THANK YOU FOR UNDERSTANDING