



# VENDOR REGISTRATION FORM

**August 25, 2023 5:00PM - 9:00PM**

**Registration deadline: August 11, 2023**

**\$25 late registration fee added after July 28, 2023**

## VENDOR SPACE FEES

**\$75 - 10'x10' | \$150 - 20' x 10'**

\*additional fee for space over 20' x 10' - call 570-320-4216 for pricing

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

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

**Street Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Email (REQUIRED):** \_\_\_\_\_

**Vendor Space Size (circle one) :** 10'x10' 20'x10' 20'x10'< -If over 20'x10', please indicate actual size \_\_\_\_\_

\*complete separate form if purchasing more than one vendor space

\*\*a tent permit will be needed for tents larger than 10'x10' and can be purchased by calling City of Williamsport Codes Department @ 570-327-7517

**List Below All Products Being Sold for Proper Vendor Placement at Event (List Menu & Pricing if Food Vendor)**

**Vendor Information:** ☐ Food Truck ☐ Trailer ☐ Booth/Tent ☐ Cart

**Truck/Cart/Booth/Tent/Trailer Dimensions:** Length \_\_\_\_\_ Width \_\_\_\_\_ Height \_\_\_\_\_

**If food truck, which side do you serve from (circle one):** Driver Passenger Both

### General Rules For Vendors:

1. Vendors are required to remain in place for the duration of the event each day.
2. Vendors are required to supply their own power source. Generators should be quiet operating models.
3. Vendors must remain inside their assigned space.
4. This is a family-based event. Products deemed inappropriate will be removed.
5. Space will be allotted by the planning committee to best utilize available space.
6. \$50 fee will be assessed to a vendor leaving garbage behind.
7. Food vendors are required to have all applicable permits.

### Payment

☐ Check enclosed (payable to Williamsport/Lycoming Chamber of Commerce) ☐ MasterCard ☐ Visa ☐ Discover ☐ AMEX

**Credit Card#** \_\_\_\_\_ **Exp. Date** \_\_\_\_\_ **CVV** \_\_\_\_\_ **Total** \_\_\_\_\_

\*Vendor forms received after the deadline of July 28 include additional \$25.00 processing fee.

**Return this form with payment to:** Williamsport/Lycoming Chamber of Commerce, 102 West Fourth Street, Williamsport, PA 17701.

No inquiries regarding your vendor space. You will receive via email information and map to your location by August 19 .

Questions on Applications and Payments: Meghan Quinn - mquinn@williamsport.org or Call 570-320-4216

Questions on Event Details and Logistics: Sean Walker - swalker@cityofwilliamsport.org or Call 570-326-6399

**NOTE THAT THIS IS AN APPLICATION TO PARTICIPATE. APPLICATIONS WILL BE DENIED UPON FILLING OF AVAILABLE EVENT SPACE OR IF PRODUCTS ARE DEEMED INAPPROPRIATE FOR THE EVENT.**



Williamsport Welcomes the World is an event produced in partnership by the City of Williamsport and Williamsport/Lycoming Chamber of Commerce

