



## Vendor Acceptance & Commitment Contract

This Vendor Agreement ("Agreement") is entered into by and between the Event Organizer of the America 250 Celebration and the Vendor identified below. By signing this Agreement, Vendor agrees to comply with all terms and conditions contained herein.

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### 1. Event Information

**Event Name:** America 250 Celebration

**Event Date:** June 13, 2026

**Event Location:** Oakside Community Park

**Set-Up Time:** Must be fully set up by 1:30 p.m.

**Event Hours:** 2:00 p.m. – 8:30 p.m.

Vendors must be fully operational no later than 30 minutes prior to the event start time and must remain open until the official closing time unless otherwise authorized by the Event Organizer.

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### 2. Vendor Information

**Business Name:** \_\_\_\_\_

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

**Phone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

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

Vendor Type (check one):

Food Truck / Food Vendor

Craft Vendor

Questions/Concerns: Contact: Danielle Helwig -717-677-6712  
(butlertwp@comcast.net)

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### 3. Vendor Fees & Payment

**Food Truck / Food Vendor Fee:** \$100.00

**Craft Vendor Fee:** \$25.00

Payment Due Date: April 1, 2026

Payment Method:  Check  Cash

Failure to remit payment by the due date may result in forfeiture of vendor space. All fees are non-refundable. The event will be held rain or shine.

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### 4. Space Requirements

#### Food Trucks / Food Vendors Only

Food Truck Vendors must specify their total operational space requirements, including truck, hitch, serving clearance, generator, and any additional equipment:

Length Required (feet): \_\_\_\_\_

Width Required (feet): \_\_\_\_\_

Will you use a generator?  Yes  No

Food trucks must remain within their assigned footprint and comply with all safety and fire regulations.

#### Craft Vendors Only

Booth Size Requested:

10' x 10'

10' x 20'

Other: \_\_\_\_\_

Craft vendors are responsible for providing their own tents, tables, chairs, displays, extension cords, and related equipment unless otherwise approved in writing.

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## 5. Licensing, Insurance & Compliance

Food Vendors must:

- Hold all required local, state, and health department licenses and permits.
- Carry general liability insurance with a minimum coverage of \$1,000,000 per occurrence.
- Name **Upper Adams America 250 Event, Oakside Community Park, Arendtsville Borough, Biglerville Borough, Bendersville Borough, Butler Township, and Menallen Township** as Additional Insureds on their certificate of insurance.
- Comply with all applicable health, fire, and safety regulations.

Craft Vendors must comply with all applicable local and state laws and regulations.

Copies of all required permits and certificates of insurance must be submitted no later than April 1, 2026.

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## 6. Vendor Responsibilities

Vendor agrees to:

- Maintain a clean, safe, and sanitary area at all times.
- Remove all trash, grease, debris, and materials from their assigned space upon conclusion of the event.
- Provide their own power cords, water supply (if applicable), and waste management.
- Refrain from selling or distributing alcoholic beverages.
- Avoid amplified sound, generators, lighting, or equipment that interferes with other vendors or the overall event experience.

No early breakdown is permitted without prior approval from the Event Organizer.

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## 7. Indemnification & Hold Harmless

Vendor agrees to indemnify, defend, and hold harmless the Event Organizer, Upper Adams America 250 Event, Oakside Community Park, sponsors, volunteers, and affiliated representatives from and against any and all claims, liabilities, damages, losses, costs, or expenses (including reasonable attorney fees) arising out of or related to Vendor's participation in the event, including but not limited to personal injury, property damage, or failure to comply with applicable laws and regulations.

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## 8. Cancellation Policy

Vendor cancellations must be submitted in writing no later than May 1, 2026. Vendor fees are non-refundable.

The Event Organizer reserves the right to cancel, postpone, or modify the event due to weather, safety concerns, acts of God, governmental orders, or unforeseen circumstances. In such cases, the Event Organizer shall not be liable for additional damages or expenses incurred by Vendor.

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## 9. Code of Conduct

Vendors shall:

- Treat all attendees, staff, volunteers, and fellow vendors with professionalism and respect.
- Refrain from behavior deemed disruptive, unsafe, unlawful, or inconsistent with the patriotic spirit of the America 250 Celebration.
- Comply with all event branding and thematic guidelines, where applicable.

Failure to comply may result in removal from the event without refund.

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## 10. Agreement & Signatures

By signing below, Vendor acknowledges that they have read, understand, and agree to abide by all terms and conditions of this Agreement.

Vendor Representative Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Event Organizer Representative Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_