

Lackawanna  
County



Heritage Fair

JUNE 1-4, 2023

LACKAWANNA  
COUNTY  
VISITORS BUREAU

MONTAGE  
MOUNTAIN

Lackawanna  
Sponsored by

## LACKAWANNA COUNTY HERITAGE FAIR VENDOR INFORMATION

Lackawanna County is set to host its 3<sup>rd</sup> annual Heritage Fair at Montage Mountain starting June 1-4<sup>th</sup> 2023. We will be opening our gates Thursday June 1<sup>st</sup>, 2023, at 4pm. Our one price admission includes rides, waterpark, live entertainment, unique cuisines, and retail vendors setup in one of the Merchant Villages around the resort.

### PARTNERSHIP

Vendors will be selected and announced after the application process is finalized. A limited number of vendors will be selected to participate in this year's fair. Food Truck's will have the opportunity to setup Tuesday and Wednesday and Merchant vendors will start setup 9:00am Thursday.

Each Vendor will be supplied with Vendor Passes and Vendor Parking Passes for entrance into the fair grounds. Merchant staff is required to be 18+ years of age.

Vendor staff and affiliated parties must be present throughout the festival and must adhere to the guest service standards that the Lackawanna County Heritage Fair and Montage Mountain put in place. All members of the event, regardless of company or affiliation, agree to work toward the overall success of the event as a whole and understand that experience as a whole is more valuable than the sales at any single booth.

Partnership is very important to the Heritage Fair team and Montage Mountain. We ask that vendors of all types help in promoting the event in shops, social media, and through word of mouth. Vendors with the interest and ability to promote the event with us get preference in future considerations and festival placement.

### TERMS & CONDITIONS

**PLEASE COMPLETE THE ENCLOSED APPLICATION AND RETURN IT NO LATER THAN MAY 1<sup>ST</sup>, 2023**

All applications received will be reviewed and management reserves the right to accept/deny participation in the event for any or no reason at all.

Applications will be reviewed based on several criteria including but not limited to completeness, previous event involvement, marketing reach, vendor variety, timeliness of application, ability to provide equipment, and clarity of information. When listing "product offered" it is important to be thorough and detailed as your mix influences participation in the event and provides information for the fair marketing leading up to the event.

An accepted application is commitment to the festival and no refunds will be issued in the event participations fall through. All vendors must be present for the full duration of the fair. If an application is not accepted, the vendor fee will be returned at the time. Your check will not be cashed until your application has been accepted by the fair organizers.

Electricity and other supplies are available on a limited basis and must be requested on your application. Additional charges from Montage Mountain for ice, water service or waste disposal may be incurred. Fair Management reserves the right to deny requests due to limited availability. Please include your \$100 deposit when returning your application.

Vendors are responsible for collecting PA State Tax on all applicable items, Certificate of Insurance with proper verbiage, PA Liquor Control Board Exposition Permit, City of Scranton Mobile/Pop Up Vendor Permit. Information is found on the permits and licenses page of this application.

 **LACKAWANNA  
COUNTY** NORTHEAST  
PENNSYLVANIA  
VISITORS BUREAU



## LACKAWANNA COUNTY HERITAGE FAIR PERMITS & LICENSES

The following indicates the permits necessary to submit to the Lackawanna County Heritage Fair. Please note: Lackawanna County Heritage Fair reserves the right to discontinue partnership with any vendor if permits are not submitted, without refund. See requirements here:

ALL VENDORS: Valid Certificate of Insurance

ALCOHOL VENDORS: PA LCB Exposition Permit

WINE & FOOD VENDORS: City of Scranton Mobile/Pop Up License.

### Certificate of Insurance (ALL VENDORS AND MERCHANTS)

Listing LACKAWANNA COUNTY FAIR & RECREATION AUTHORITY and MONTAGE MOUNTAIN RESORTS, LP as additionally insured.

Certificate of Insurance Verbiage: Your insurance certificate should read as follows:

**Lackawanna County Fair & Recreation Authority**  
**123 Wyoming Ave**  
**Scranton, PA 18503**

**SH Promotions, LLC**  
**426 Mulberry Street**  
**Scranton, PA 18503**

A VALID COI MUST be handed in once application has been approved. Vendor spots will not be reserved or marked on our festival map until the COI has been received. Check with your Insurance carrier for more information.

### PENNSYLVANIA LIQUOR CONTROL BOARD EXPOSITION PERMIT (ALCOHOL SALES ONLY)

An exposition permit must be granted to the licensee for use at Montage Mountain Resorts, LP. The approval of an Exposition Permit is subject to all the LCB's conditions and restrictions.

Please obtain a permit from the Pennsylvania Bureau of Licensing:

**Bureau of Licensing**  
**Northwest Office Building**  
**Harrisburg, PA 17124**  
**717-783-8250**  
**Lcb.pa.gov**

### City of Scranton Mobile/Pop Up Vendor Permit (wineries and food vendors only)

A Mobile/Pop Up Vendor Permit must be granted to the licensee for use at the Lackawanna County Heritage Fair in the city of Scranton. The approval of a Mobile/Pop Up Permit is subject to all the city of Scranton's conditions and restrictions.

Please obtain a permit from the City of Scranton:

**Mary Foley**  
**City Hall Dept of Licensing & Inspections**  
**340 North Washington Ave**  
**Scranton, PA 18503**  
**570-348-4193 ext. 4522**

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LACKAWANNA  
COUNTY VISITORS BUREAU



## Lackawanna County Heritage Fair Application

APPLICATION DEADLINE: MAY 1<sup>ST</sup>, 2023

LACKAWANNA COUNTY FAIR

123 WYOMING AVE

SCRANTON, PA 18503

EMAIL: [SPRITCHYK@LACKAWANNACOUNTYHERITAGEFAIRS.COM](mailto:SPRITCHYK@LACKAWANNACOUNTYHERITAGEFAIRS.COM)

PLEASE PRINT CLEARLY

COMPANY NAME (TO APPEAR ON LISTING) \_\_\_\_\_

ADDRESS: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

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

BY SIGNING THIS CONTRACT, I ACKNOWLEDGE THAT I HAVE RECEIVED AND READ ALL THE RULES/GUIDELINES AND AGREE TO ABIDE BY THOSE SET FORTH HEREIN.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

TYPE OF EXHIBIT/SPACE:

- Promotional/Heritage Exhibit (Space used for the purpose of advertising, promoting, or educating.)
- Merchant Concession (Space used for selling merchandise or services.)
- Food Concession (either Food Truck or Tent space used for selling food.)

ITEMS TO BE OFFERED:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PLEASE NOTE: ONLY THE PRODUCTS LISTED MAY BE DISPLAYED AND SOLD. MANAGEMENT RESERVES THE RIGHT TO PROHIBIT SALE OF ANY PRODUCT(S) NOT LISTED ON THIS CONTRACT.

Questions can be emailed to:

Sherry Pritchky @ [spritchyk@lackawannacountyheritagefairs.com](mailto:spritchyk@lackawannacountyheritagefairs.com) or call 570-540-5000

Facebook:

<https://www.facebook.com/lackawannacountyfair/>

Website:

<https://lackawannacountyheritagefairs.com/>

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## SPACE & PAYMENT INFORMATION

### VENDOR SPACE

- FOOD TENT 15X20 \$650
- FOOD TRUCK \$650
- 10X10 LOWER INDOOR SPACE \$250
- 10X15 UPPER TENT SPACE \$500
- NON-PROFIT SPACE CONTACT FOR DETAILS (CHURCHES & FIRE COMPANIES)

### ELECTRICITY

- NONE \$0
- 5A 110V \$50
- 50A 220V \$100

**PAYMENT:** TOTAL \$ \_\_\_\_\_ VENMO/PAYPAL OR CHECK MADE TO LCH FAIR

### TRUCK DETAILS/SIZE

TRUCK \_\_\_\_\_ TRAILER \_\_\_\_\_ OTHER \_\_\_\_\_

**ELECTRIC REQUIRED:** DROPS REQUIRED \_\_\_\_\_

PLEASE CIRCLE REQUIRED WIRING:

