

Lackawanna
County



Heritage Fair

MAY 30-JUNE 2, 2024

LACKAWANNA
COUNTY
VISITORS BUREAU

MONTAGE
MOUNTAIN

Lackawanna
County

LACKAWANNA COUNTY HERITAGE FAIR VENDOR INFORMATION

Lackawanna County is set to host its 4th Annual Heritage Fair at Montage Mountain starting May 30th, 2024-June 2nd, 2024. We will be opening our gates Thursday May 30th, 2024, at 4pm. Our one price admission includes rides, waterpark, live entertainment, unique cuisines, and retail vendors set up in one of the Merchant Villages around the fairgrounds.

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 set up Tuesday and Wednesday and Merchant vendors will start setting up 9:00am Thursday.

Each Vendor will be supplied with Vendor Passes and Vendor Parking Passes for entrance into the fairgrounds. Merchant staff are 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 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 1ST, 2024.

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 gray matter removal will be available at an additional cost directly through Montage Mountain, contact Tyler Crawford at tylerc@montagemountainresorts.com. Ice will be available during the fair (at an additional cost). Waste disposal (garbage) and potable water included. 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 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)

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:

City Hall Dept of Licensing & Inspections
340 North Washington Ave
Scranton, PA 18503
570-348-4193

Lackawanna
County



Heritage Fair

MAY 30-JUNE 2, 2024

LACKAWANNA
COUNTY VISITORS BUREAU



Lackawanna County Heritage Fair Application

APPLICATION DEADLINE: MAY 1st, 2024

LACKAWANNA COUNTY HERITAGE FAIR

123 WYOMING AVE

SCRANTON, PA 18503

EMAIL: lackawannacountyheritagefair@gmail.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 prepackaged 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 email: lackawannacountyheritagefair@gmail.com or call 570-540-5000.

Facebook:

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

Website:

<https://lackawannacountyheritagefairs.com/>

Lackawanna
County



Heritage Fair

MAY 30-JUNE 2, 2024

LACKAWANNA
COUNTY VISITORS BUREAU

MONTAGE
MOUNTAIN

Lackawanna
County

SPACE & PAYMENT INFORMATION

VENDOR SPACE

- \$300 MERCHANT VENDOR SPOT 10X10, INCLUDES PEDDLERS PERMIT, UPPER MIDWAY. (VENDORS USE OWN TENT)
- \$150 CRAFT VENDOR/DIRECT SALES (AVON, SCENTSY, ETC) LOWER AREA INSIDE SECURE BUILDING
- VENDOR WITH TRUCK/TRAILER _____ (PRICE TO BE DETERMINED AFTER APPLICATION IS RECEIVED)
- NO CHARGE 10X10 NON-PROFIT SPOT CHURCHES & FIRE COMPANIES

TENT

- \$100 PER 10X10 SPACE IF TENT IS NEEDED, THIS WOULD BE AN ADDITIONAL CHARGE.

PAYMENT: TOTAL \$ _____ VENMO/INVOICE THROUGH PAYPAL OR CHECK MADE TO LCH FAIR

Mail to: Government Center, Attn: LCH Fair, 123 Wyoming Ave, Scranton, PA 18503

TRUCK DETAILS/SIZE

TRUCK _____ TRAILER _____ ELECTRIC REQUIRED _____

 **LACKAWANNA
COUNTY** NORTHEAST
PENNSYLVANIA
VISITORS BUREAU