

Lackawanna  
County



Heritage Fair

JUNE 5-8, 2025

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 June 5<sup>th</sup>-8<sup>th</sup>, 2025. 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 1<sup>ST</sup>, 2025.**

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](mailto: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.

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. **Non-food Exhibitors/Vendors may comply with this requirement by purchasing a seven (7) day single event policy from Artists, Crafters & Tradesmen (ACT) Insurance by using this link: <https://www.actinsurance.com/vendor-insurance>**

### Certificate of Insurance (ALL VENDORS)

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**

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

#### 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**

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## Lackawanna County Heritage Fair Application

APPLICATION DEADLINE: MAY 1<sup>st</sup>, 2025  
LACKAWANNA COUNTY HERITAGE FAIR  
123 WYOMING AVE  
SCRANTON, PA 18503

EMAIL: [lackawannacountyheritagefair@gmail.com](mailto: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. MANGEMENT RESERVES THE RIGHT TO PROHIBIT SALE OF ANY PRODUCT(S) NOT LISTED ON THIS CONTRACT.**

Questions can be emailed to:

Sherry Pritchyk email: [lackawannacountyheritagefair@gmail.com](mailto:lackawannacountyheritagefair@gmail.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 LOCATION

- \$300 UPPER MIDWAY/RIDE AREA 10X10 SPACE
- \$150 INSIDE SECURE BUILDING 8X8 SPACE
- \$150 OUTSIDE POOL AREA
- MERCHANT VENDOR WITH TRUCK/TRAILER \_\_\_\_\_ (PRICE TO BE DETERMINED AFTER APPLICATION IS RECEIVED)
- NO CHARGE 10X10 NON-PROFIT SPOT CHURCHES & FIRE COMPANIES

**PAYMENT: TOTAL \$ \_\_\_\_\_ 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 \_\_\_\_\_ 110V ELECTRIC REQUIRED \_\_\_\_\_