



Laurel Highlands Historical Village  
172 Allbaugh Park Road  
Johnstown, PA 15909  
(814) 241-6123 Office  
Secretary/Treasurer Patti Defibaugh at [814-288-7017](tel:814-288-7017) after 5 PM  
501 (3c) 86-1079004  
LHHV web site [www.laurelhighlandshistoricalvillage.com](http://www.laurelhighlandshistoricalvillage.com)

January 12, 2017

Ladies and Gentlemen:

Laurel Highlands Historical Village is partnering with Cambria County to host a 2 day Arts and Heritage Festival at Duman's Dam Park on Saturday Sept 15, 2018 and Sunday September 16, 2018. We are inviting all Non Profit groups to attend our event, allowing you to show case your efforts, your goals and your history in Cambria County. This event is a first of its kind, one that is well over due. The event will show case not only your nonprofit but the history of Cambria County. The cost to you is free, however if you decide to sell anything we must require a \$35.00 fee per day. Please fill out the application below and return by deadline.

We plan to have musical entertainment, craft and food vendors, artisans, non-profit agencies sharing what service their organization provides in the community and the history of their organization and encampments depicting the different military camps during different war eras.

Please contact Executive Director, Ron Shawley if interested at [814-241-6123](tel:814-241-6123) or [1wildfire@atlanticbb.net](mailto:1wildfire@atlanticbb.net) or Secretary/Treasurer Patti Defibaugh at [814-288-7017](tel:814-288-7017) after 5pm or [Patti0731@aol.com](mailto:Patti0731@aol.com). We need your reply by May 31, 2018.

Thank You for Your Support and Consideration:

*Ron Shawley*  
Executive Director

## Laurel Highland's Historical Village VENDOR POLICIES AND PROCEDURES for NP

### **Regulations:**

1. All display items must comply with all Federal, Provincial and Municipal laws and standards regarding the display of items to public..

2. Laurel Highland's Historical Village, Incorporated N.P. reserves the right to locate NP booth.

3. The reservation dates will be allocated in a manner viewed as being in the best interest of LHHV.

4. If, in our opinion, a NP Group is not making a positive contribution to LHHV or is the recipient of complaints concerning product, attitude or general behavior, then the vendor may lose his/her right to Locate within LHHV. Laurel Highland's Historical Village, Incorporated N.P. will not be obliged to refund any rental payments, if NP is in selling mode..

5. Vendor's merchandise must be displayed in a manner approved by LHHV. Tables, benches 10 x 10 tent are not provided.

6. The vendor must supply his/her own equipment such as chairs, tables, tent and other items of concern.

7. Display and signage must not be higher than 5 feet above floor level and should not block sight lines.

8. All displays must be deemed safe and aesthetically pleasing.

9. Signage shall contain no misleading information. (No tacking of signs/banners to trees or village buildings)

10. Common aisles must be kept clear of all equipment and stock at all times. All additional equipment must be stored out of view within the assigned rental space.

11. Vendors are solely responsible for set up, break down and cleanup of the assigned rental space.

12. Everybody must try their best to be environmentally friendly. This means that all items must be exchanged in a waste freeway. (e.g. If you are selling drinks, include reusable cups in the cost of the drink.)

13. Throughout the duration of your stay you are responsible for all of your own waste. Please bring garbage bags, or whatever else you may need to take care of this. We will provide proper disposal containers for all trash. We enforce our "Leave No Trace" ethic. Please pack out everything you bring in.

14. Loading and unloading is permitted in the designated loading zones only. Parking is not permitted in these areas.

15. Vendors are allowed two Satellite vendors (Persons) to walk about the village, only selling one items per person i.e. Honey sticks, flowers, pickles etc. They are also allowed to walk about and hand pout targeted pamphlets, from only your NP.

### **Hours of Operation:**

1. Vendors are to be fully operational no later than 9 a.m. and begin break down no earlier than specified park closing time.

2. Vendors are required to vacate the Village premises within one hour after closing.

LHHV hours are subject to change at the discretion of the Village Board.

**Procedures:**

1. Vendors will complete a Temporary Occupancy License agreement.
2. All approved vendors will need to pick up vendor's pass from the vending coordinator. This pass will be granted only when the vending fee has been paid on or before the assigned deadline. Vendors outside of the Johnstown area and those vendors who cannot meet in person can mail payment directly to the address below (insert address) and can pick up their vending pass at the gate.
3. Proof of liability insurance in the amount no less than 2 million dollars must be provided to LHHV at the time of booking. A certificate of insurance may not be purchased at LHHV at the time of booking.

**Rates:**

Rate is FREE one 10 x 10 booth

If selling any products there is a \$35.00 per day fee charges.

**Payment:**

1. Vendor payments must be made in full prior to occupancy.
2. Payments must be made in cash or by check payable to Laurel Highlands Historical Village, Incorporated, N.P. Receipts will be issued upon payment.
3. Cancellations must be received by Laurel Highlands Historical Village, Incorporated, N.P. by noon of the previous day. No refunds will be given.

***Laurel Highlands Historical Village, Incorporated N.P. reserves the right to adjust or alter the policies and regulations as necessary for the operation of the Village.***

Application Below

**Laurel Highlands Historical Village Non Profit Application 2018  
CAMBRIA COUNTY ARTS & HERITAGE FESTIVAL**

September 15 and 16  
from Saturday 10am until sunset and Sunday 10am until 6pm.

**Postmark Deadline May 31, 2018**

Name of Non Profit Business \_\_\_\_\_  
Application \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Telephone \_\_\_\_\_ Cell Phone \_\_\_\_\_  
Street Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Email address \_\_\_\_\_ Website \_\_\_\_\_  
TAX ID Number \_\_\_\_\_

[ ] Single Booth Fee (10x10) FREE

[ ] If selling a product or other a \$35.00 fee is charged per day.

Credit Card # \_\_\_\_\_  
Expiration Date \_\_\_\_\_ Credit Card Code \_\_\_\_\_

**ENTIRE PAYMENT MUST BE SUBMITTED WITH APPLICATION There will be a \$35.00 fee for each returned check from your bank.**

Make checks payable to Laurel Highlands Historical Village (LHHV) and mail payment to Patti Defibaugh 434 Locust St., Roaring Spring, PA 16673

**IMAGES OF your display if you have one MUST BE EMAILED TO: [Patti0731@aol.com](mailto:Patti0731@aol.com) Submit one(1) file (JPEG or GIF) for each image. PHOTOS : If no picture available send copy of what will be on display. Digital images ONLY.**

**Vehicle information** - Please list vehicle for your assigned space: vehicle, camper/RV, trailer.

Parking is **EXTREMELY** limited. Be specific

Vehicle \_\_\_\_\_ Vehicle Plate# \_\_\_\_\_ Vehicle Length \_\_\_\_\_  
Camper/RV Make \_\_\_\_\_ Length \_\_\_\_\_ Camper/RV License Plate# \_\_\_\_\_  
Trailer/Tow Make \_\_\_\_\_ Length \_\_\_\_\_ Trailer/Tow License Plate# \_\_\_\_\_

This application serves as a contract for exhibiting at the Cambria County Arts & Heritage Festival. Upon acceptance, exhibitors in the Artist Market will be held to the rules and guidelines listed in this contract.

Please read carefully and retain a copy of the application/contract and conditions of the show for your records.

Signed by \_\_\_\_\_

Title of signee \_\_\_\_\_

Mail applications to Laurel Highlands Historical Village(LHHV) c/o Patti Defibaugh, 434 Locust Street, Roaring Spring, PA 16673. Questions: Email [Patti0731@aol.com](mailto:Patti0731@aol.com) or call 814-224-7557.