



Wilson Borough Celebration Committee (WBCC) Vendor Rules and Regulations

VENDOR ELIGIBILITY & REQUIREMENTS

Celebrate Wilson Vendor Requirements

- **Vendor Application:** Must specify all products and activities. The Celebration Committee reserves the right to approve or decline applications.
- **Payment:** Full payment is required to reserve a vendor space. Payments can be made online or via Certified Check/Money Order. A \$36 fee applies to returned checks.
- **Guidelines & Agreement:** Vendors must adhere to all rules, expectations, fees, setup requirements, and liability terms.
- **Certificate of Insurance:** Proof of insurance is required. See the section for Insurance Requirements.

Borough of Wilson Requirements

Business Privilege License

- All businesses operating within the Borough of Wilson must obtain a Business Privilege License from the Borough Office located at 2040 Hay Terrace, Easton, PA 18042.
- **Fee:** \$60.00 (Annual)
- Vendors who have previously obtained a Business License from the Borough must visit the Borough Office with their insurance and payment to renew. **DO NOT SUBMIT A NEW APPLICATION!**

Health Inspection (Food Vendors Only)

- Vendors selling food or beverages must pass a health inspection conducted by the Borough's inspector, **Ted Veresink**.
 - **Contact:** Ted Veresink | 610-573-3055 | tveresink@gmail.com
 - **Fee for Temporary License (14 days or less per year):** \$10 per day
- **Important:** All health inspection paperwork must be sent directly to Mr. Veresink and not to the Celebration Committee.

Insurance Requirements

- All vendors must obtain **Liability Insurance** and provide a **Certificate of Liability Insurance** issued to both the Borough of Wilson and Celebrate Wilson.
- The certificate must:
 - Specify event dates and location.
 - List the Borough of Wilson, Wilson Borough Council, Wilson Borough Employees, and Celebrate Wilson as additional insureds.
 - Include **Comprehensive General Liability Insurance** with at least **\$1,000,000 per occurrence** (combined single limit for bodily injury and property damage).
- Vendors using vehicles must provide proof of **Automobile Liability Insurance** for all owned, non-owned, and hired vehicles, with at least **\$300,000 per occurrence** (combined single limit for bodily injury and property damage).

Vendor Payments and Identification

- Vendor space is **guaranteed only upon full payment and proof of liability insurance**. Booth payments are non-refundable.
- No booth sales will occur after the deadline stated on the vendor form unless otherwise negotiated.
- Vendors will receive **Vendor ID badges and parking permits** upon check-in on load-in day. Packages can be retrieved at the **WBCC Hub** (location may vary by event).
- Payments must be made via **cashier's check or money order** payable to **Wilson Borough Celebration Fund** and mailed to:
Wilson Borough Celebration Committee
2040 Hay Terrace, Easton, PA 18042
Alternatively, **credit card payments** may be processed through the Celebrate Wilson website.

EVENT REGULATIONS

Vendor Conduct and Compliance

- **WBCC reserves the right to remove any vendor** from the festival site for violating any of the established rules and agreements outlined herein and on the application form. No compensation will be provided for such actions, including the confiscation of unauthorized goods or products.

- WBCC retains the sole right to designate vendors for the sale of **beer or alcoholic beverages**. Unauthorized alcohol sales or any other breach of agreement may result in **removal from the premises** by WBCC, designated security personnel, or the local Police Department. Violators may be liable for reimbursing WBCC for any enforcement costs.
- Vendors may **only sell products and services during designated event hours**.
- Vendors must request the appropriate space when submitting their application. Vendors will be held liable for any errors in their submissions.
- Vendors are responsible for the **collection, reporting, and payment of Pennsylvania sales tax** on all items sold. WBCC and its representatives are not liable for tax-related matters.

Prohibited Items and Activities

- **No unauthorized amplifiers or speakers.** Violators are subject to removal by the police, and no refunds will be issued.
- WBCC only permits the sale of items **listed and approved** on the vendor's application form.
- **No unauthorized sale or distribution** of CDs, CD-Rs, DVDs, or cassettes. Violators may face criminal/civil prosecution and removal from the venue without refunds.

Setup, Parking, and Load-In/Out Procedures

- Vendors must adhere to designated **load-in and load-out procedures**. **Late load-in is strictly prohibited.**
- Vendor vehicles must be parked in designated areas. Vehicles obstructing **Fire/EMS services** are subject to **towing at the vendor's expense**.
- Vending areas must be vacated by the designated event end time unless otherwise approved. Vendors are responsible for cleaning their areas and must bring **industrial-strength, commercial-grade plastic bags** for garbage disposal.

Food Vendor Requirements

- **Water and grease disposal:** Proper containers must be used for collecting used oil and grease. Professional regulators will be checking compliance, and heavy fines will apply. **Cooking byproducts must not be discarded on the premises.**
- **Fire safety:** Food vendors must have at least a **2A-10BC fire extinguisher** in their vending area. **No exceptions.**

Tents and Equipment

- Each vendor is assigned a **10' x 10' space**. Adjustments shall be made depending on the event.
- **No outside tents** are allowed without WBCC approval. **EZ-Up tent extensions are prohibited unless pre-approved.**
- Tents must be **weighed down in each corner**. Unsecured tents will not be permitted.
- Additional **fire-rated tents** behind designated spaces may be rented from WBCC for **\$150** (must be requested in advance).
- Vendors must provide their own **chairs, tables, and decorations**. Rentals from WBCC must be arranged before the event. **Additional fees apply.**
- Vendors must bring their own **generators and industrial/commercial-grade extension cords**. Limited electrical access is available.
- **Water will be available** on-site, but vendors should bring their own **one-gallon containers (no smaller).**

Event Enforcement and Liability

- WBCC, the Borough of Wilson, **Wilson Borough Police, Wilson Borough Fire Department**, and their agents reserve the right to **inspect vending areas for rule violations**.
- Vendors must read and **agree to abide by all rules, guidelines, and applicable laws**. Vendors are responsible for ensuring their employees comply.
- Vendors assume full responsibility for their **conduct and that of their employees, subcontractors, and suppliers**. Vendors shall **indemnify and hold WBCC harmless** from any claims, liabilities, or damages arising from their participation in the event.

Grounds for Removal and Liability for Costs

- WBCC security personnel or the **Police Department** have the authority to remove any vendor for violations, including but not limited to:
 - **Illegal dumping of oil or grease.**
 - **Failure to vacate the vending area** as required.
 - **Non-compliance with instructions** from event organizers, fire personnel, security, or police.
- WBCC reserves the right to **seek reimbursement from vendors for any costs incurred** due to violations.
- All vendors operate as **independent contractors** and are not considered **partners of WBCC or the Borough of Wilson**.