



**MIDDLESEX TOWNSHIP**  
**BUTLER COUNTY, PENNSYLVANIA**  
724-898-3571 • 133 BROWNS HILL ROAD • VALENCIA, PA 16059

**BOARD OF SUPERVISORS**  
**MICHAEL SPRENG**, CHAIRMAN  
**DONALD F. MARSHALL**, VICE-CHAIRMAN  
**ROBERT BRASH**, SUPERVISOR

**JEFFREY WINKLE**, Manager  
724-898-3571 x203  
Homepage - [middlesextownship.org](http://middlesextownship.org)  
[townshipmanager@middlesextownship.org](mailto:townshipmanager@middlesextownship.org)

## 2024 Middlesex Township Community Day

### Code of Conduct

We greatly appreciate your interest in Middlesex Township's Community Day. Please review the following carefully. These terms must be accepted for participation in the Community Day. All terms are subject to change at the sole discretion of Middlesex Township Officials.

**Location:** 133 Browns Hill Road Valencia, PA 16059.

**Date:** August 17<sup>th</sup>, 2024

**Time:** 12 pm – 8 pm

**Pricing:** Vendor fees are nonrefundable and must be paid in full prior to the deadline provided in any acceptance emails.

**Hot Food Vendors: \$150 for the event**

This includes all food trucks, drink trucks, etc.

**Artisan Vendors: \$75 for the event**

This includes artisans with non-food products.

**Nonprofits/Solicitors: \$40 for the event**

Classification is at the sole discretion of Middlesex Township Officials.

### Application Process:

Interested vendors must complete the application provided. No vendors are permitted to sign up after the application has closed.

Complete applications will be processed once the application has closed. Approved vendors will be sent an email that outlines the payment process as well as important information regarding setup. Payment must be received on or before the deadline detailed in the acceptance email. Approved vendors are not permitted to share or sublet any portion of their designated space.



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## Participation:

Vendor participation and approval is at the sole discretion of Middlesex Township coordinators.

This is a rain or shine event; inclement weather is not an acceptable excuse for an absence.

## Certificate of Insurance:

Accepted vendors must provide a certificate of insurance with a minimum of \$1,000,000 general liability coverage naming Middlesex Township as additionally insured. Certificates must be submitted within one week of acceptance.

The information for certificated is listed below:

Middlesex Township  
133 Browns Hill Road  
Valencia, PA 16059

## Setup Information:

Vendors will receive an email prior to the event detailing where each business is to set up. Any vendors not willing to comply with setup instructions will be asked to leave the event without a refund. Middlesex Township is not responsible for lost profits, sales, or business related to non-complying vendors.

You must bring everything you need for setup including but not limited to tables, chairs, tents, tent weights, generators, etc. Please note that this event **does not offer electricity**. Vendors requiring such for setup must find their own way to obtain electricity via generator or other means.

If you choose to use a tent, you **MUST** have weights for all four tent legs. Tents that are not properly weighed are not permitted. Tent weights must be no less than 10 lbs. per leg and must be properly secured to each leg.

You are responsible for garbage and cleanup of your space. Food vendors are to provide a trash receptacle outside of their booth or truck for customers.

## Compliance Information:

Middlesex Township coordinators will be available throughout the duration of the event to help answer any questions vendors may have. Please locate one of these coordinators if you need any assistance.



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Middlesex Township coordinators have full power to interrupt the rules and regulations outlined above. Any matter not outlined will be ruled on by Middlesex Township Officials in the best interest of the event.

Failure to show, setting up late, or failure to comply with the above outlined rules will result in immediate removal from the Community Day Event without reentry. Vendors will not be refunded. Such decisions are at the sole discretion of Middlesex Township Officials.