



# Borough of Edgewood

2 Race Street, Edgewood, PA 15218  
Ph: 412-242-4824 Fax: 412-242-4027

**Community Day 2024**  
Selling hours: 12:30-7pm.  
\*If selling until fireworks,  
vendors must remain in  
place with lights off until  
fireworks are done.

## Vendor Application

Event: \_\_\_\_\_

Submission Date: \_\_\_\_\_

**Fee: (Payable to 'Borough of Edgewood')**

\$25.00 (10x10 market vendor)  \$50.00 (food vendor/oversize set-up)

Type of Vendor:  Market Vendor  Food Service  Non-Profit (Tax ID#: \_\_\_\_\_)

Other \_\_\_\_\_

Primary Contact Person: \_\_\_\_\_

Business/organization: \_\_\_\_\_

Address: \_\_\_\_\_  
*Street City State Zip*

Office Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Description of items sold/planned activities:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you have any additional needs? \_\_\_\_\_

### Additional Information

Vendors are responsible for providing their own equipment, such as a **weighted** tent, tables, chairs, display pieces, etc. These items are not provided by the event organizers. Vendors may begin setup 1 hour prior to the event, and have 1 hour following the event to clean up and remove all items from the field. Vendors shall read, sign and submit all required documentation, including the **Insurance Requirement and Liability Release** and the **Vendor Code of Conduct**, prior to the event, and agree to all requirements outlined therein.

This form and all attachments may be submitted to the Borough Building Administrative Office at the address at the top of this form or sent electronically to the email below. Any questions may be directed to: Abigail Ault, Community Outreach Coordinator [Office@EdgewoodBoro.com](mailto:Office@EdgewoodBoro.com)

*Continued on next page*

## Insurance Requirement and Liability Release

As representative of my business or organization, I do hereby release the Borough of Edgewood from any claim or liability resulting from my use, and the use of others under my control, of Koenig Field, as it pertains to the listed event and for the agreed term of use of the space. During said designated time, I shall be responsible for the supervision of my vendor space, and control of all equipment related to my set-up. Furthermore, as required on this form, I agree to provide a valid Certificate of Insurance with the 'Borough of Edgewood' listed as co-insured or to complete the COI Waiver.

\_\_\_\_\_ (Sign)

\_\_\_\_\_ (Date)

### Attachments:

- \$25.00/\$50.00 Fee, or Non-Profit Tax Identification
- Certificate of Insurance with Borough of Edgewood listed as co-insured, or COI Waiver form
- In the absence of a Certificate of Insurance, I agree to the following Insurance Waiver:

### Vendor Certificate of Insurance Waiver

I, \_\_\_\_\_, as representative of my business, \_\_\_\_\_, in the absence of presenting a Certificate of Insurance naming the Borough of Edgewood as the 'additional insured,' do hereby assume all risk in connection with the use of my vendor space at Koenig Field, including injury liability, as well as product liability and property damage, inasmuch as it is being used for the requested event, and for the agreed term of use of the space. A vendor space is defined as the portion of Koenig Field that is used by an individual vendor for the purposes of selling or promoting a product or service, and includes the grounds as well as all equipment thereon, or anything attached to the vendor space used to support it (including, but not limited to tents, tables, chairs, cords/cables). I release the Borough of Edgewood from any claim or liability resulting from my use, and the use of others under my control.

\_\_\_\_\_ (Initial)

\_\_\_\_\_ (Date)