



2023 LIGHT UP NIGHT

Friday, November 24th, 2023 | 4:00 PM – 8:00 PM

(No Rain Date)

Morris J. Dimmick Park (570 Durham St. Hellertown, PA 18055)

DEADLINE FOR VENDOR REGISTRATION IS NOVEMBER 11, 2023.

(Keep this Page for Your Records)

Vendor spaces are 10'x 10'. If you require a larger area, you must reserve AND pay for multiple space(s). Canopies must be kept within space allowed. Set-Up Time is 1:30 PM to 3:30 PM. **Those who arrive earlier than 1:30 PM will be directed to wait. Spots will be assigned first-come, first-serve; we will not honor specific requests for spaces in 2023. Vendors will need to be set up by 3:30 PM.**

NEW IN 2023! At the request of our vendors, we're moving you outside! In years past, we've received feedback that "Vendor Alley" in the Dewey Firehouse has had our crafters removed from where the action is. This year, our craft and business vendors will be moved outdoors to ensure you have premium foot traffic and exposure to the 3-5K visitors this event sees each year! With this move, make sure you note the following items:

- Vendors are strongly encouraged to have battery-operated lights AND tent weights for this event for the protection and visibility of your booth.
- Vendors will be placed on a grassy/soft surface; please plan accordingly.

Please make checks payable to "GLVCC" and send to:

Greater Lehigh Valley Chamber
18 S. Main St.
Nazareth, PA 18064

The enclosed application and Vendor Liability Agreement must be completed and returned with full *payment* for acceptance (**sorry, no refunds**). Applications sent without payment will **NOT** be accepted.

NOTE: Fees are non-refundable. Electrical hooks up are NOT available for this event. Payment due at time of application submission; applications without payment will not be accepted. Participants are responsible for bringing their own tables, chairs, tablecloths, display signs, tent weights, etc. Quiet generators (60 dB (decibels) or quieter) stationed on food trucks are permitted; loud generators (71 dB (decibels) or louder) are not permitted for the comfort of our festival-goers and other vendors. Food trucks and vendors with trailers must unhitch their trailers for this event and remove vehicles from the premises. Canopies are required in case of rain or hot sun; tent weights are strongly encouraged. Battery-operated lights are strongly encouraged. Vendors may not breakdown prior to 8:00 PM. We will not honor specific spot requests in 2023.

You will receive confirmation once your application is accepted via email; approximately three to five days before the event, you will receive an email of all pertinent information for the event, including intake instructions.

Additional Questions?

Contact Kate Hartney at KateH@lehighvalleychamber.org.

2023 Light Up Night Vendor Application (November 24th, 2023)

DEADLINE FOR VENDOR REGISTRATION IS NOVEMBER 11, 2023.

APPLICATION NOT ACCPETED UNTIL CONFIRMATION HAS BEEN SENT & PAYMENT PROCESSED.

Please indicate which type of space you require and number of spaces needed below:

Chamber Member ****MUST BE CHAMBER MEMBER; IF YOU SELECTED THIS AND ARE NOT A CHAMBER MEMBER, YOUR APPLICATION WILL BE IMMEDIATELY RETURNED:***

_____ Chamber Business/Non-Profit \$20.00 per 10' x 10' space
The Light Up Night Committee encourages businesses to offer a family-friendly/children's activity at their booth!

Non-Chamber/Future Chamber Member:

_____ Business \$50.00 per 10' x 10' space
_____ Crafter / Artist / Artisan Vendor \$40.00 per 10' x 10' space
_____ Non-profit \$20.00 per 10' x 10' space
_____ Food / Alcohol Vendor or Activity vendor 15% of total sales per 10' x 20' space

All food/alcohol handlers and activity vendors must turn in a Certificate of Insurance listing "The Greater Lehigh Valley Chamber of Commerce, and its officials, directors, employees, and agents, and the Borough of Hellertown" as additionally insured. All food vendors must have a temporary hand-washing set-up and appropriate food storage (i.e., ice, coolers, etc.) and must wear disposable gloves.

NOTE: Fees are non-refundable. Electrical hooks up are NOT available for this event. Payment due at time of application submission; applications without payment will not be accepted. Participants are responsible for bringing their own tables, chairs, tablecloths, display signs, tent weights, etc. Quiet generators (60 dB (decibels) or quieter) stationed on food trucks are permitted; loud generators (71 dB (decibels) or louder) are not permitted for the comfort of our festival-goers and other vendors. Food trucks and vendors with trailers must unhitch their trailers for this event and remove vehicles from the premises. **Canopies are required in case of rain or hot sun; tent weights are strongly encouraged. Battery-operated lights are strongly encouraged. Vendors may not breakdown prior to 8:00 PM. We will not honor specific spot requests in 2023.**

- See my enclosed check. (Make check payable to GLVCC) for \$ _____ (Amount).
 I Prefer to pay with Credit Card. Please charge for \$ _____ (Amount).
Name on card _____
Card Number _____ Exp. Date _____ Sec. Code _____
Signature: _____

Business Name: _____

Main Contact Name : _____

Full Address (inc. City/State/Zip): _____

Phone#: _____ Email address: _____

Brief Description of what you will be displaying or selling so we can be sure that vendors selling similar merchandise are not placed next to each other: (Business exclusivity):

Food Trucks only: Truck or Trailer size? _____ Serving Window on Left or Right? _____

The Light Up Night Committee reserves the right to limit vendors of like merchandise and reserves the right to remove objectionable merchandise.

Participant Signature below acknowledges and agrees to all above information in **YELLOW**. **Applications must be signed.**

Participant Signature: _____ Date: _____



Vendor Liability Agreement

Must be submitted with your vendor application!

I wish to participate as a vendor or associate in the 2023 Light Up Night. I agree to accept all liability and responsibility for any personal injury, property damage, loss, theft, or any other harm suffered by myself or others arising from or otherwise incident to my participation in the Event.

_____ (*the Vendor*) shall indemnify and hold The Greater Lehigh Valley Chamber of Commerce, and its officials, directors, employees, and agents, and the Borough of Hellertown, harmless against all suits, claims demands and losses including costs, expenses and attorney's fees incurred as a result of any act or omission, neglect or misconduct of the Vendor during the Event.

- If you have liability insurance check here ()
- If so, provide certificate of insurance naming the Greater Lehigh Valley Chamber of Commerce as additionally insured.
- What is the amount of your liability insurance? _____ (minimum \$500,000)

By signing this Agreement, the Vendor/Participant hereby requests the Greater Lehigh Valley Chamber of Commerce to reserve vendor space at the Event and affirms it has read, understands, and agrees to all terms and provisions of this Agreement.

Signed: _____

Date: _____

Print Name: _____

All necessary documents can be emailed to Kate Hartney at KateH@Lehighvalleychamber.org or mailed.

Hellertown-Lower Saucon Chamber
Attn: Light Up Night
18 S. Main St. Nazareth, PA 18064