



2025 CTCC COMMUNITY DAYS VENDOR RULES & REGULATIONS

July 10-12, 2025 • Cranberry Community Park

The following 2025 CTCC Community Days Rules & Regulations ("Rules & Regulations") apply to all Community Days events. Prior to your registration, you must acknowledge and accept the Rules & Regulations contained herein. Should you not wish to accept the Rules & Regulations, you should not register. Submission of registration is regarded as affirmation of your acceptance of the Event Rules & Regulations.

VENDOR BOOKING:

- **Tent Only Spaces:** All numbered squares on 2025 Vendor Booth Map (www.yourctcc.org/vendor)
 - Online Vendor booking is through Eventbrite only (<https://www.eventbrite.com/e/ctcc-community-days-2025-vendors-registration-714895631077>) and is first-come, first-served booth number selection. Paper forms available at www.yourctcc.org/vendor
 - Tent spaces are exactly 10'x10' unless otherwise noted. You must purchase additional adjoined booth spaces if you wish to have a double space that is 10'x20'.
 - Electric Access: Green and yellow squares on the 2025 Vendor Booth Map
 - Power is strictly limited to: ONE – 120v plug per booth space at no more than 2000 watts Vendors must bring extension cords (at least 50 ft.). No hard-wire feeds.
- **NEW FOR 2025: Food Truck/Trailer Spaces:** Park Road only, shown as blue shape on 2025 Vendor Booth Map
 - Vendors with self-contained food trucks, food trailers, or wheeled carts must complete a pre-registration form prior to booking which may be found at www.yourctcc.org/vendor. Once registration is accepted, a separate payment link will be sent to reserve space on Park Road.
 - Park Road spaces will be parked on arrival beginning Wednesday, July 9, 2025.
 - Truck/trailer spaces are 10'x20' including hitch. Oversized trucks/trailers will not be accepted.
 - Electric Access: Two 120v outlets will be provided. Vendor is required to bring extensions cords. If you require 220v provisions, you will need to add it to your payment booking (additional \$50) following pre-registration approval. Vendor is required to bring adapter and extension cord. No additional electrical provisions will be provided.
 - Generators may be used only in self-contained food trucks/trailers located on Park Road and must be approved by Community Days coordinator. If generator causes noise or safety complaints during event, vendor will be required to shut it down.
- **NEW FOR 2025: Tent/Canopy Weight Requirement for all Vendors**
 - Vendors are required to bring tent/canopy weights to anchor each leg and must be no less than 25 lbs. anchoring each leg. Examples: cement buckets, sandbags, pre-filled canopy weights.
 - Canopy weights must be safely secured with canopy attached to weight without causing tripping hazard. Weights should be on the ground. NO HANGING WEIGHTS.
 - Any vendor who fails to properly anchor his or her canopy will not be allowed to participate that day, unless that vendor chooses to take down and stow their canopy and vend without it.
- **NEW FOR 2025: PENNSYLVANIA VENDORS ONLY** - Vendors must be based out of or have a physical location in Pennsylvania. No vendors outside of Pennsylvania will be accepted starting in 2025.
- If tent, truck, or trailer (including hitch) exceeds dimensions, it will not fit into the space and will be removed without refund or you will be charged for the additional space.
- Cars, trucks, and trailers are prohibited at all tent booth locations. No driving on grass.
- CTCC reserves the right to move vendor booths to another location at the discretion of CTCC.
- Vendors must be prepared for inclement weather. There is no rain date, and no refunds given in the event of inclement weather.
- Vendors must provide their own tent, table, chairs, signage, booth displays, etc.
- Vendors selling alcohol (unless part of the Rotary Craft Ale & Vine Garden), illegal items like drugs or weapons, vendors selling items not aligned with the event theme, vendors without proper licensing (like food vendors without a health permit), and vendors promoting offensive or discriminatory content are not permitted.
- Food/drink vendors must submit a Certificate of Insurance naming CTCC and Cranberry Township as additional insured by June 15. COIs may be emailed to communitydays@cranberrytownship.org.

VENDOR PARKING (RED LOT):

- Booth pricing includes one parking pass which will be mailed after June 24 to the address provided on application.
- No vehicles will be permitted in Red Lot Vendor Parking without a parking pass.
- Parking pass must be displayed on dashboard to prevent cars from being towed.
- Vendor Services will only be available to haul items to vendor booths from the Red Lot Vendor Parking.
- Vendors with more than 1 vehicle must park in guest parking lots (blue, green, and orange lots).
- No parking on the roadways, near booths, etc. All vehicles must park in designated parking lots.
- Parking Maps can be found at www.yourctcc.org/communitydays

VENDOR SERVICES:

- Shuttle service to haul vendor items to/from booth is only available from Red Lot Vendor Parking.
- Vendor Services is not available from any other parking lots.
- Vehicles are prohibited on all grass areas for any setup requirements.
- Booth Teardown: Vendor Services will ONLY be available to assist with teardown hauling on Saturday, July 13 between 6 – 8 PM. No services after 8 PM.

NEW FOR 2025 - VENDOR SETUP SCHEDULE:

- **Traffic Flow for Vendor Setup:**
 - **Wednesday & Thursday:** Vendors enter at Ernie Mashuda Drive/Route 19, check in at Info Booth, drive down Park Road where you will unload your vehicle quickly and immediately move vehicle to Red Lot Vendor Parking. Do not begin setting up your booth until your vehicle is moved off Park Road.
 - **Friday & Saturday: Park Road is CLOSED.** Vendors must enter via Progress Avenue to the Red Vendor Lot.
- **Wednesday, July 9:** Setup between 10 AM – 4 PM. Food Trucks/Trailers will be placed in the order of arrival. No vendor service assistance this day.
- **Thursday, July 10:** Setup between 10 AM – 1 PM with Park Road access. Park Road will close promptly at 1 PM. Vendors arriving after 1pm must go directly to Red Vendor Lot. Vendor services will run between 1 – 8 PM from the Red Vendor Lot. Event runs 4 - 10 PM. **Park Road will be closed Thursday July 10 at 1 PM and will remain closed until 12 AM Sunday, July 13 when the park is cleared.**
- **Friday, July 11:** Vendor services available from 2 – 8 PM from Red Vendor Lot ONLY (No access on Park Road). Event runs 4 - 11 PM.
- **Saturday, July 12:** Vendor services (restocking only) available from 12 PM – 4 PM from Red Vendor Lot ONLY (No access on Park Road). Event runs 1 - 11 PM.

NEW FOR 2025 - VENDOR TEARDOWN SCHEDULE:

- **Thursday & Friday:** No teardown services available.
- **Saturday, July 12:**
 - **Teardown Service Reservation:**
 - **\$50 service, must be reserved and paid for at time of vendor registration on Eventbrite. Limited slots available.** **This service will take place on Saturday, July 12 between 5:30-7:30 PM only.** To ensure the safety of guests and maintain a smooth and enjoyable event, a limited number of vendor service teardown slots will be available. CTCC will email a designated timeslot 2 weeks prior to event when your booth will need to be packed and ready for transport to vehicle in the red vendor lot only. Once teardown slots are filled, vendors are responsible for dismantling/transporting their booth materials to their vehicle without event assistance. No on-site sign up.
 - **Service includes a maximum of 2 service cart trips. If all items do not fit, vendor will be responsible for transport.**
 - **Vendor Services will NOT be available after 8PM.**
 - **Self-Teardown - Saturday Night, July 12:** Vendors can tear down after fireworks display has ended (no vendor services available). Vehicles prohibited on Park Road until 12:00 AM. Once road is clear, vendor may drive on paved road near booth.
 - **Self-Teardown - Sunday Morning, July 13:** Teardown between 8 AM – 12 PM. Vendors will have access to drive on Park Road and park vehicle in gravel or paved areas close to tent. Limited assistance will be provided. Overnight security will be provided Saturday into Sunday morning.

Additional Information:

- CTCC retains the exclusive right to evaluate and either accept or reject vendors at its sole discretion.
- No refunds will be given starting June 2, 2025 for any reason other than cancellation of the 2025 Community Days.
- Unethical conduct, immoral behavior, or any infraction of the Rules & Regulations, as determined within the discretion of CTCC, by those persons shall be immediately removed and excluded from the event without refund. CTCC is not liable for any damages or expenses incurred by the Vendor because of such. Any vendor that exhibits unacceptable behavior or profanity towards staff will be asked to leave without refund.
- CTCC & Cranberry Township assumes no liability for damage or injury or loss of property. Vendors are responsible for carrying insurance for their property and protecting all valuables.
- Mascots, raffles, handouts, coupons, etc. can only occur within 5 feet in front of the booth. Roaming solicitation is not permitted. Non-food vendors are prohibited from distributing free food/drink items, other than small individually wrapped candy.
- Vendors who create a high use of trash during the event or plan to leave trash are required to make pick-up arrangements in advance. Vendors will be charged for removal of trash left behind. Contact communitydays@cranberrytownship.org to arrange.
- Water is only available by bucket. No hose connections.
- Animals are not permitted anywhere in the park or at any booth location during the Community Days event by ordinance of Cranberry Township. This is strictly enforced. All animals required by the vendor must have written permission given by CTCC and this letter must be available during the event for verification. If letter is not present during the event, the pet must vacate the premise. Service animals permitted.
- CTCC may collect parking donations, parking fees and/or charge an entrance fee. There is a fee to ride the carnival.
- Payment for a booth acknowledges that any photos or videos taken during this public event can be used by CTCC & Cranberry Township for publication and promotion in print, online, social media, video-based marketing, and advertising materials without compensation.