



CTCC community days

2023 COMMUNITY DAYS VENDOR PACKET



INCLUDED IN THIS PACKET:

- Booth Setup/Breakdown Information
- Vendor Parking Map
- Vendor FAQs
- Vendor Rules & Regulations
- Park Map with Booth Layout
- 1 Parking Pass for Vendor Red Lot

EVENT HOURS:

Thursday, July 13 from 4-10 pm
Friday, July 14 from 4-11 pm
Saturday, July 15 from 1-11 pm

*Vendors are not required to stay open the entire event time.

IMPORTANT INFO:

- **Questions:** CommunityDays@CranberryTownship.org
 - **ELECTRIC BOOTHS:** (1) plug-in for a 10'x10' booth, (2) plug-ins for a 10'x20' booth
 - Vendor must provide extension cords to access electric panel (minimum of 50 feet)
 - Only electric permitted (1) 120 volt load at no more than 2000 watts per booth
- Vendor Services will assist with carting items from vendor car to booth space.
- Vendor Services is only available out of the **Vendor Red Lot**, accessible from Progress Avenue. (GPS Address: 102 Park Road, Cranberry Township, PA 16066)
- Parking Pass must be displayed in vehicle at all times in the Vendor Red Lot.
- Vehicles are prohibited on grass areas. No drop-off / No turnaround on Ernie Mashuda Dr.
- Free Parking is available for guests in all other lots, accessible from Ernie Mashuda Dr. Parking donations will be collected, however, not required.



UPMC
PASSAVANT



SETUP/BREAKDOWN DETAILS



BOOTH SETUP FOR ALL VENDORS:

Park Road Booths #1 - #57 must be in place by 12:30 PM on Thursday, July 13

Booths #13 - #35 will be parked in order of arrival - first come, first served

Wednesday, July 12, 2023 from 9:00 AM - 3:00 PM (Park Rd. Access)

Thursday, July 13, 2023 from 9:00 AM - 1:00 PM (Park Rd. Access)

Thursday, July 13, 2023 after 1:00 PM (Vendor Red Lot Access Only)

Friday, July 14, 2023 from 1:00 PM - 8:00 PM (Vendor Red Lot Access Only)

Saturday, July 15, 2023 from 11:00 AM - 8:00 PM (Vendor Red Lot Access Only)

VENDOR SERVICES:

- **Thursday, July 13:** 1:00 PM - 8:00 PM: Vendor Red Lot Only
- **Friday, July 14:** 1:00 PM - 8:00 PM: Vendor Red Lot Only
- **Saturday, July 15:** 11:00 AM - 8:00 PM: Vendor Red Lot Only
- Vendor Services will unload & cart materials once vehicle is parked. Vendor Services are only available from the Vendor Red Lot.

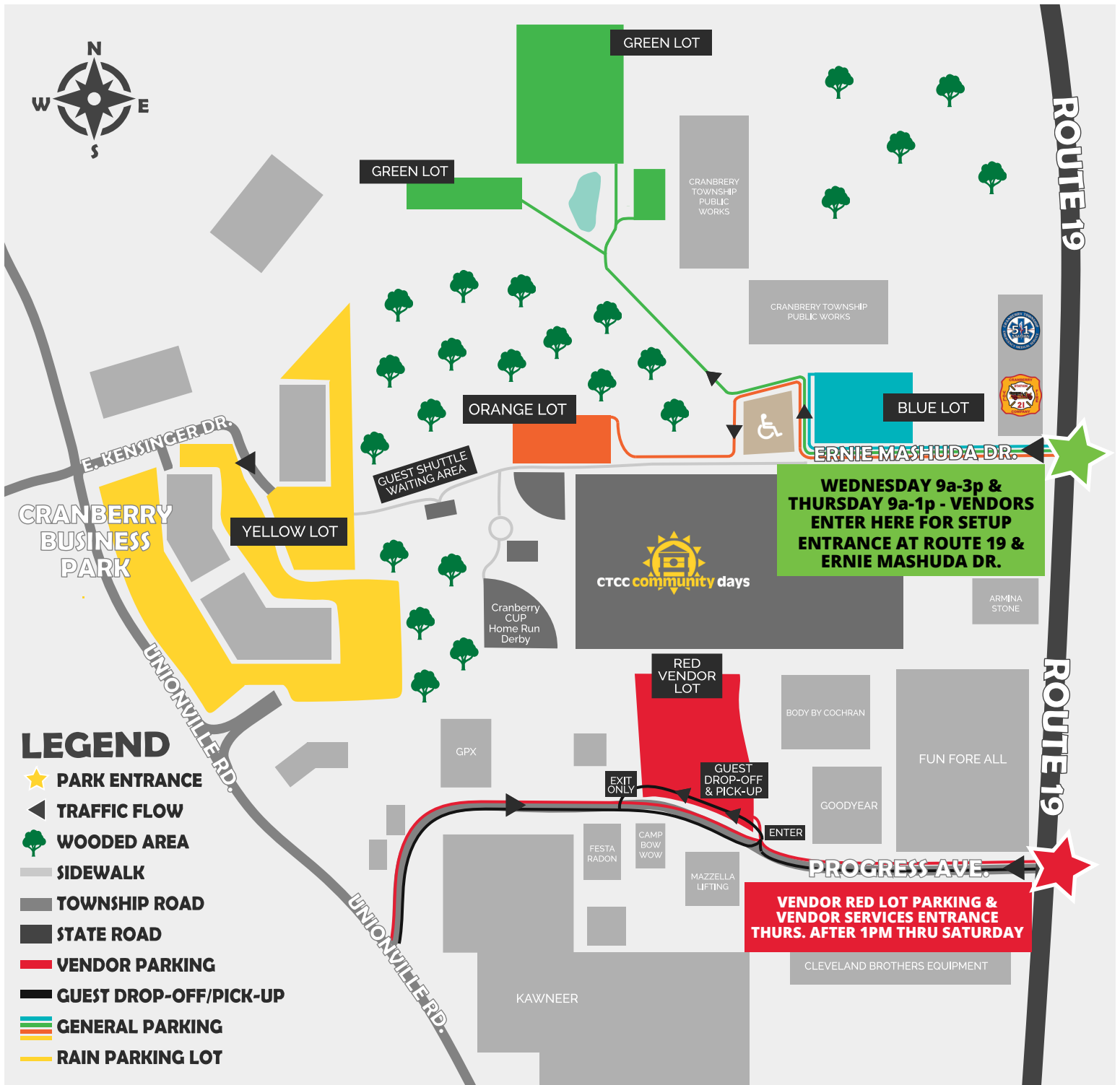
VENDOR SETUP TRAFFIC FLOW:

- Wednesday & Thursday (Thursday until 1:00 PM): Enter via Route 19 and Ernie Mashuda Drive. Check in at the CTCC Info Booth to be directed to designated unloading area. Quickly unload and move vehicle to Vendor Red Lot.
- Park Rd. will be closed at 1:00 PM on Thursday, July 13 through Saturday, July 15. Vendors with parking pass must use Vendor Red Lot via Progress Avenue.
- Thursday - Saturday: Vendors with parking pass must go directly to Vendor Red Lot.

BREAKDOWN:

- **Saturday, July 15:** Vendor Services are available for breakdown between 6-8 PM. Vendors who selected assistance during registration are already on the list. If you did not sign up for service, visit the Info Booth on Saturday. Vendors using this service must be packed up and ready for service by 6 PM. Vendors may breakdown after fireworks display. Vehicles prohibited on Park Rd. until 1:00 AM
- Vendor Services will not be available after 8:00 PM on Saturday, July 15.
- **Sunday, July 16:** Breakdown between 9:00 - 11:00 AM

CTCC COMMUNITY DAYS PARKING MAP



★ Cranberry Community Park:

111 Ernie Mashuda Drive, Cranberry Township, PA 16066

★ Vendor Red Lot Entrance (GPS Address):

102 Park Road, Cranberry Township, PA 16066 at corner of Progress Avenue and Park Road

VENDOR FAQ'S



1. Where do I go if I need assistance during the event?
 - a. CTCC Info Booth – located on Park Road near the tennis court.
2. Can I sell my product?
 - a. Yes - all vendors are permitted to sell products. Prices must be clearly displayed at all times for vendors.
3. What's included with my booth space?
 - a. 10'x10' space - Vendors are required to bring all items for the booth (i.e. tent, tables, chairs, marketing, products).
4. When will Community Days be operating?
 - a. The carnival, live music, and booths are open Thursday, July 13 from 4-10pm, Friday, July 14 from 4-11pm, and Saturday, July 15 from 1-11pm. Vendors are allowed to close whenever best suits their schedule.
5. Does my booth need to be open all 3 days?
 - a. We prefer to have our vendors available during operating hours, however, we understand it is a lot to cover. You are welcome to come and go as you are available.
6. Is there Wi-Fi at the Park?
 - a. Yes – Wi-Fi is available in the park thanks to Armstrong.
7. Can I sign up to be a vendor during the event?
 - a. No – Vendors must register online or via mail-in form by June 15.
8. What happens if it rains?
 - a. The show will go on! There is no rain date. The event is rain or shine.
9. Does my booth have access to electric?
 - a. Only certain booths have access to electric. Make sure you select a booth with electric if you need access. Electric is limited to one, 120v plug. Vendor must bring 50ft+ extension cord. If you require 220v provisions, you must contact us before registering.
10. Can I bring/use my generator?
 - a. Generators may only be used in self-contained food trucks/trailers on Park Road and must be quiet.
11. When can I setup?
 - a. Setup begins on Wednesday, July 12 from 9a-3p and Thursday from 9a-1p. Review Vendor Rules & Regulations.
12. When can I tear down?
 - a. Saturday, July 15 or Sunday, July 16. Review the Vendor Rules & Regulations for more information.
13. Can I drive to my booth?
 - a. Vendors can only drive on Park Road Wednesday (9a-3p) and Thursday (9a-1p). Park Road will be closed from 1pm Thursday until 1am Sunday, July 16. No driving on the grass.
14. Where should I park?
 - a. One parking pass is included in the packet for the Vendor Red Lot which should be used for whoever is bringing items that need carted to the booth. Vendor services is only available out of the Vendor Red Lot. All other vehicles must park in the free parking at Community Park. Parking donations will be accepted, but not required.
15. What is Vendor Services?
 - a. Vendor services are volunteers who drive golf carts from the Red Vendor Parking Lot only to vendor booth spaces so you do not have to haul items by foot. For more information, view Vendor Rules & Regulations.
16. I have multiple staff attending and need more than 1 parking passes.
 - a. Due to limited vendor parking space, no additional passes will be available. Provide parking pass to staff who will have restocking/booth items in their vehicle as Vendor Services is only available from the Vendor Red Lot which requires the parking pass displayed. All other guest parking is free with shuttles available.
17. Is there security?
 - a. Yes – overnight security will be on site, along with daily coverage by the Cranberry Township Police Department.
18. Can I have my mascot on site?
 - a. Yes – we welcome mascots and characters to hang out at your booth location. Mascots are only permitted to roam the park on Saturday, July 15 from 2-4pm.
19. Will my competitors be there?
 - a. CTCC does not limit the types of businesses in attendance, however, we do our best to make sure that competitor's booths are not close.
20. Can I bring my pet?
 - a. Pets are not permitted unless they're a service animal or you have a pet permit from CTCC. If your organization is designed for pets (i.e. animal shelter), please email communitydays@cranberrytownship.org to receive a permit.



2023 CTCC COMMUNITY DAYS VENDOR RULES & REGULATIONS

July 13-15, 2023 • Cranberry Community Park

The following 2023 CTCC Community Days Rules & Regulations (the “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 a registration is regarded as affirmation of your acceptance of the Event Rules & Regulations.

• **Vendor Booking:**

- Spaces are exactly 10’x10’. You must purchase additional adjoined booth spaces if your food truck or trailer is over 10’x10’ or if you wish to have a double space that is 10’x20’.
- Online Vendor booking is through Eventbrite only (<https://CranberryCommunityDays.eventbrite.com>) and is first-come, first-served booth number selection. Paper forms are available at www.YourCTCC.org/vendor
- If your tent, truck or trailer (including hitch) exceeds these dimensions, it will not fit into the space and will be removed without refund or you will be charged for the additional space.
- Park Road Booths (#1 - #57):
 - Self-contained food trucks and/or trailers are only permitted in booth locations #1 to #57.
 - Booth locations #9 to #35 only reserve a space on Park Road, not a specific booth location. Vendors will be staged on a first-come, first-served basis on Wednesday or Thursday. These spaces, because of location, cannot be set up on Friday or Saturday.
- Electric Booth Spaces:
 - Power is strictly limited to:
 - ONE – 120v plug per booth space at no more than 2000 watts
 - If you require 220v provisions, you must contact communitydays@cranberrytownship.org BEFORE RESERVING vendor space. These booth spaces cost extra and only 5 spots are available. Vendors using 220v in approved spaces are required to bring plug adapters and extension cords.
 - Vendors must bring extension cords (at least 50 ft.). No hard wire feeds.
 - Generators may be used only in self-contained food trucks/trailers located on Park Road booth #9 through #35 and must be approved by Community Days coordinator. If generator causes any noise or safety complaints during event, vendor will be required to shut it down. No additional electric will be provided other than what is included on booth rental outlined above.
- Cars, trucks, and trailers are prohibited at booth locations #58 to #264.
- 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 food or drink** 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 or mailed to CTCC, 2525 Rochester Road, Suite 450, Cranberry Township, PA 16066.
- **Vendors selling non consumable alcohol** during the event must complete the Alcohol Permit Non-Consumable Sales form and deliver it to the Municipal Center Parks & Rec Office with valid ID and \$50 permit fee.

• **Vendor Parking:**

- Booth pricing includes one parking pass which will be mailed after July 1 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 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.

• **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 Breakdown: Vendor Services will ONLY be available to assist with breakdown hauling on Saturday, July 15 between 6 – 8 PM. No services after 8 PM.

- **Vendor SETUP Schedule:**
 - **Traffic Flow for Vendor Setup:**
 - **Wednesday & Thursday:** Vendors enter Community Park at Ernie Mashuda Drive, check in at the 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 12:** Setup between 9 AM – 3 PM. Vendors will be placed in the order they arrive if booth locations are on Park Road - First-come, first-served. No vendor services this day.
 - **Thursday, July 13:** Setup between 9:00 AM – 1:00 PM with Park Road access (All Vendors). Park Road will close promptly at 1pm. Vendors arriving after 1pm must go directly to Red Vendor Lot for vendor services available between 1pm-8pm. Event runs 4 - 10 PM. **Park Road will be closed Thursday July 13 at 1:00 PM and will remain closed until 1:00 AM Sunday July 16 morning.**
 - **Friday, July 14:** Setup beginning at 1:00 PM until 8:00 PM from Red Vendor Lot ONLY (No access on Park Road). Event runs 4 - 11 PM.
 - **Saturday, July 15:** Setup beginning at 11:00 AM from Red Vendor Lot ONLY (No access on Park Road). Event runs 1 - 11 PM.
- **Vendor BREAKDOWN Schedule:**
 - **Thursday & Friday:** No breakdown services available.
 - **Saturday, July 15:** Breakdown available with Vendor Services between 6 PM – 8 PM
 - Vendors must sign up for Saturday breakdown hauling during vendor registration. Vendor Services will arrive at booth location between 6:00 - 8:00 PM. Reserving exact time for pickup services is not available. If you request breakdown services, your booth must be packed up and ready to be carted to your vehicle by 6:00 PM. If you are not ready when vendor services arrive, you will forfeit your place in line and will not be guaranteed assistance.
 - **Vendor Services will NOT be available after 8PM.**
 - Vendors may breakdown after fireworks display has ended (no services available). Vehicles prohibited on Park Road until 1 AM.
 - **Sunday, July 16:** Breakdown between 9 – 11 AM.

Additional Information:

- No refunds will be given starting June 1 for any reason other than cancellation of the 2023 Community Days event due to federal and state COVID mandates.
- Unethical conduct, immoral behavior, or any infraction of the Rules & Regulations, as determined within the discretion of CTCC, those persons shall be immediately removed and excluded from the event. If such exclusion occurs, it is agreed that no refund shall be made to the Vendor and CTCC is not liable for any damages or expenses incurred by the Vendor because of such exclusion. Vendors must always conduct themselves in a professional manner. Any vendor that exhibits unacceptable behavior and/or profanity towards event staff at any point will be asked to leave the event 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, 50/50's, handouts, or coupons can only occur within 5 feet in front of the booth. Roaming the park for collections, selling, or distribution of material is not permitted. Non-food vendors are prohibited from distributing food and drink items. Please help prevent others from doing so by reporting it to CTCC/Township personnel.
- 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.
- Water is only available by buckets. No hose connections.
- Pets and animals are not permitted anywhere in the park or at any booth location 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.
- CTCC may collect parking donations, parking fees and/or charge an entrance fee. There is a fee to ride the carnival.
- No verbal agreements and only written agreements signed by both parties will be accepted should changes be required.
- 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.

Thank you for your support of CTCC Community Days.

Proceeds directly benefit 90+ nonprofit and civic organizations in Western Pennsylvania.

www.YourCTCC.org • CommunityDays@CranberryTownship.org