

Phoenixville First Friday **Vendor Application**

Contact the First Friday Committee
(Phoenixville Chamber) Tel: 610-933-3070
Email: Info@Phxfirstfriday.com
****Email is the best way to reach us**

TERMS OF APPLICATION:

Even if you have participated in the past, you must complete an application for 2018.

If accepted, you may: Set up a table, tent, etc within the 10x10 space guidelines; Sell hand-made craft items such as artwork, jewelry, photos, etc.; Distribute promotional materials such as brochures, business cards, etc; Speak with First Friday visitors and promote your organization and/or product;

If accepted, you **may not:** Sell products you did not make by hand; Sell food items at your table.

All participants are required to bring their own table (and chairs if needed).

Vendors and other public or private entities deemed fitting by the First Friday Committee, based on **appropriateness of the group and space available**, will be assigned table space on a case by case basis. You may sign up for a space on a per month basis. Only participants who have submitted an application and have been approved prior to the event will be permitted to set up a table at First Friday event.

All submitted applications are reviewed on a first come, first serve basis.

There is no rain date in the event of First Friday being canceled due to inclement weather or other unforeseen circumstance. If you have paid monthly for your participation in advance, you may forward that credit to a future event in 2018. No refunds will be issued to those who are unable to attend any other 2018 First Friday event.

We will no longer be offering season passes for First Friday events.

Payment Information:

Non-Profit: \$10/mo Handmade Craft/Item Vendor: \$30/mo For-Profit Business: \$60/mo

Please submit cash or check by mail or in-person to:

Phoenixville First Friday
c/o Phoenixville Regional Chamber of Commerce
171 E. Bridge Street
Phoenixville, PA 19460

Please make all checks payable to PRCC. The Chamber office is open 9am-5pm, Monday through Friday. If absolutely necessary, you can submit payment by credit/debit card for a 4% extra fee (minimum \$1). Please contact the First Friday committee for more information.

If you are a member of the Phoenixville Regional Chamber of Commerce or the Phoenixville Area Business Association, you receive a 50% discount on your First Friday payment. Your membership will be verified prior to your application's acceptance. **Memberships with both of the above organizations do not grant a greater discount.**

If you need an invoice, please request one on page 3 of this application. It will be submitted to you by email when your application is approved. Requests for an invoice at check-in will not be granted.

If you are submitting payment by mail, please ensure that you send it far enough in advance that it will have arrived before the First Friday event. The First Friday Committee cannot be held accountable for payment not being delivered on time. If you are concerned your payment will not arrive in time, please bring it to the Chamber office in person, or submit it when you check in at the event.

Set Up & Event Information:

REGISTRATION & SET UP

Registration is between 4:45pm and 5:45pm on the day of the event. All participants must check in with First Friday Staff at the PXV FIRST Tent during this time, and will be assigned their spot number after being checked in. The First Friday Committee reserves the right to not allow you to participate in First Fridays if not registered by the appropriate time.

Each First Friday participant is given a 10x10 space on Main Street to set up. The First Friday committee does not provide any tents, tables, chairs, etc, just the 10x10 space. Participants are not guaranteed the same spot each month. First Friday Staff will attempt to accommodate all needs regarding placement.

The event runs from 6:00pm to 10:00pm. Participants may leave early as needed. All participants must be packed up and out of the street by 10:00pm.

PARKING

The Borough of Phoenixville offers free parking in its designated lots after 5:00pm on First Fridays. Please visit www.phoenixville.org/parking for a map of these available lots. Please note that these lots are **not** reserved for First Friday participants, and may be full. The Main & Bridge Street Parking lot is closed during First Friday events.

First Friday participants are not permitted to drive or park on Main Street, or in the Main & Bridge Street Parking Lot to drop off items. A loading/drop-off zone is located at the corner of the 100 block of Bridge Street at the brick wall. You may pull up, unload to the sidewalk, and then you must immediately pull away to find a legal parking space before returning to check in and be assigned a spot. Additionally, no one is permitted to pull up in front of the barricades or onto the sidewalk to unload their vehicle. There will be no exceptions to this regulation. Anyone who disregards this will not be permitted to participate in future First Friday events.

We encourage participants to park in one of the designated lots, and to walk to the Bridge & Main parking lot to check in and be given their assigned space, and then go back to retrieve their items.

Please plan to arrive to the event early enough to secure a parking spot.

REGARDING ELECTRICITY

As electricity in downtown Phoenixville is scarce and must be reserved for performers, **electricity is not available for participants of First Friday events.**

Extension cords that run across the sidewalk and into buildings are not permitted under any circumstance.

If you would like to bring a generator, it must be pre-approved by the First Friday Committee. All generators must be **silent** and must **fit within the 10x10 space you have been assigned.** Generators may not be placed on the sidewalk behind your space, nor in the street in front of your space. If your generator does not meet the guidelines, you will be asked to remove it from the event space, and you will not be permitted to use one in future events. If you would like to use a generator at an upcoming First Friday event, please email your request to the First Friday Committee more than one week in advance of the event you will be participating in.

ETIQUETTE

First Friday participants are reminded to act in a friendly, courteous manner to all event visitors, staff, and fellow participants. Participants are encouraged to let First Friday staff know of any questions or concerns throughout the event.

Failure to cooperate with First Friday staff in regards to any matter is acceptable bounds to be removed from the program permanently. Upon removal from the Phoenixville First Friday program, you will not be eligible to receive a refund for any payments you have made.

If you have any questions regarding the rules and regulations of participating in Phoenixville First Friday, please do not hesitate to email or call the First Friday Committee.

2018 Vendor Application

I. Information

Vendor/Business/Organization name _____

Contact Name: _____

Mailing Address _____

Primary Number / Cell _____ Email _____

*** COMMUNICATION WILL MAINLY BE MADE VIA EMAIL, PLEASE PROVIDE ONE YOU ACTIVELY USE ***

I am a member of: The Phoenixville Chamber of Commerce Phoenixville Area Business Association
Members of the above organizations receive a 50% discount on their Phoenixville First Friday participation fees.

II. Permits and Products

Check the 2018 dates you wish to participate in First Friday (*We are no longer offering season passes for this event*)

May 4 June 1 July 6 Aug. 3 Sept. 7 Oct. 5

III. Business/Organization Type

Check the type of organization you are registering for First Friday.

Non-Profit Organization \$10/mo For-Profit Business \$60/mo Handmade Craft/Item Vendor \$30/mo

**If you plan to sell an item, you must submit photos of your product for review.*

- I understand that filing this application does not guarantee my space and that I will receive a confirmation from the First Friday Committee notifying me of my ability to participate.
- I need an invoice sent to me for my First Friday payment.

Describe any items or materials you wish to distribute and/or sell in your assigned First Friday space: _____

Comments: _____

IV. Vendor Agreement

By signing this agreement, Participant agrees to abide by the guidelines and decisions of Phoenixville Chamber of Commerce and The Borough of Phoenixville, their employees, or other representatives of the Phoenixville's First Friday.

(Please read and check all boxes to acknowledge your agreement):

- I have reviewed the information section of this application (pages 1 and 2) and agree to all terms.
- I will be ready to go by **5:45 p.m.** on the day of the event. (Including having all loading vehicles moved out of road closed areas)
- I, or another representative, will be present at my exhibit during published First Friday hours.
- I will notify the First Friday committee immediately if I am not able to participate in a scheduled First Friday.
- I will remove all of my items immediately at or before the close of First Friday and leave the space as I found it. I will not drive any vehicles into road closed areas during open event time.
- I will submit monthly payment to the Phoenixville Chamber of Commerce before the First Friday event, or to Event Staff during check in.
- I understand that if I have not paid in full for the current and any previous months that I will not be permitted to set up my table at First Friday. Special pre-defined circumstances may apply, and are considered on a case-by-case basis.

Participants agree by signing to accept the following hold harmless clause:

I have reviewed and agree to the above terms for participating in Phoenixville's First Friday.

By registering for and participating in First Friday, I assume full risk and responsibility for any loss or damage incurred during this event and I release and hold harmless Phoenixville's First Friday coordinators, volunteers, or contractors; Phoenixville Chamber of Commerce; The Borough of Phoenixville; and First Friday sponsors from any claims arising out of my participation in this event. I understand that I am solely responsible for all State, City, County, or other applicable permits, licenses, and/or certificates associated with my participation in First Friday. I understand that I have been advised to carry my own personal and product liability insurance.

Signature _____ Date _____