



# 15th Annual Fall Festival

Saturday, October 18, 2025

10 am – 2 pm

Elizabethtown Fairgrounds





## Vendor / Merchant Opportunities

### *Fall Festival 2025*

Hello Vendors,

We are pleased to announce the 15<sup>th</sup> Annual GEARs **Fall Festival** to be held at the Elizabethtown Fair Grounds on Saturday October 18, 2025, 10 a.m. to 2 p.m. rain or shine. We kindly request your participation in this highly attended event. Fall Festival is a family-friendly event that features a seasonal array of entertainment, food, crafts, games, and children's activities. Depending on the weather, 1,500-3,000 people visit Fall Festival each year!

Proceeds from the Fall Festival help support Greater Elizabethtown Area Recreation & Community Services (GEARS). GEARs is a non-profit organization that provides many services to families in the greater Elizabethtown area, including the Kids Center child care service, an accessible Senior Center, adult education, sports and recreation programs, and Camp Ladybug- a summer camp for individuals who have mental and/or physical challenges.

Longtime, as well as, newer residents agree that everyone has been impacted by the services GEARs has provided through the years. Whether it was a child's first swim lesson, an introduction to soccer or basketball, or a life changing exercise class for a senior, GEARs has been there, making lives better and communities stronger for generations. Organizations like yours play a major role by supporting GEARs programs and services.

On behalf of GEARs and the Fall Festival Committee, we would like to thank you in advance for your consideration in helping us make the 15<sup>th</sup> Annual GEARs Fall Festival another huge success!

Please call (717) 367-0355 or send an email to [karrienorman@getintogears.org](mailto:karrienorman@getintogears.org) for more information.

Thank you and I look forward to talking with you soon!

*Sincerely,*  
*Karrie Norman*  
*Festival Coordinator*  
*717.367.0355 (office)*  
*610.462.7915 (cell)*



# Fall Festival 2025

## Vendor Information & Agreement

Please return application with payment and keep this page for your records.  
Fees are non-refundable and must be submitted with application.

15<sup>th</sup> Annual GEARs *Fall Festival*

**Saturday, October 18, 2025**

**10 a.m. to 2 p.m. – rain or shine**

Contact: GEARs Fall Festival Planning Committee  
Phone: 717-367-0355  
Email: karrienorman@getintogears.org  
Website: www.getintogears.org  
Address: 70 South Poplar Street. Elizabethtown, PA 17022  
Event Address: 900 East High Street, Elizabethtown, PA 17022

### Set-Up

- Saturday morning: Set-up will be available starting at 8 a.m. Please be prepared by 10 a.m. You are responsible for providing your entire booth needs, i.e. tables, chairs, canopies, extension cords, etc. and the removal of any such structure and any and all paraphernalia, properties, trash or any other materials incident thereto.
- Stands may be inspected at any time for safety violations.

### Proof of Insurance and licenses

- **All concessionaires/exhibitors must provide liability insurance in an amount (no less than \$1,000,000 per occurrence) liability insurance certificate with the Elizabethtown Area School District, 600 E. High St. Elizabethtown, PA 17022 as an additionally insured. (GEARS / Elizabethtown Fair Grounds **ARE NOT** to be named as an additional insured.)**
- Set-up will **not** be permitted without a proper certificate of insurance. If you are new to this business and have questions, please contact your insurance agent.
- All food and beverage concessionaires will need to **provide a copy of their Servsafe certificate and food license with this application and display the day of the event.**



### Electricity

- Electrical service has limitations – we must know in advance your electrical needs, if any. Please complete the application accurately.
- Vendors are responsible for providing extension cords. See application for details.
- All booths are subject to a safety inspection

### Safety

- The following are prohibited at all times: firearms, the sale of knives or the use of knives as prizes, the use of animals as prizes, consumption of alcohol, the use of drugs or paraphernalia and any immoral or vulgar displays or actions. The use of public address systems, including music systems and radios, is prohibited except by written approval by GEARs. Any items deemed inappropriate by GEARs must be removed. Games, wheels, shows, etc., in violation of State or local laws are not permitted. Space bought and paid for under false pretenses or a misrepresentation of facts shall be forfeited without claim for damages or refund of money paid.
- No vehicles will be permitted on the fairgrounds from 9:30 a.m. – 2 p.m. Please drop off all needed items prior to this time. Keep all tables and boxes within your booth space during the festival.

### Other

- There will be no camping on the Fairgrounds available for vendors. If any items are to be sold, the Lessee must possess a valid Pennsylvania Sales Tax License. Food stands are subject to an Elizabethtown Board of Health inspection and License.
- Please provide your email address on page 1 to receive confirmation that your application has been received, as well as, detailed information regarding the event.



### **WAIVER OF LIABILITY**

This agreement to rent space is made upon the express condition that GEARS and Elizabethtown Area School District and its board of directors and volunteers shall be free from all liabilities and claims for damages and/or suits for or by reason of any injury or injuries to any person or persons or property of any kind whatsoever, whether the person or property of the Participant, its agents or employees, or third persons, from any cause or causes whatsoever while in or upon said premises or any part thereof during the term of this agreement or occasioned by any occupancy or use of said premises or any activity carried on by the Participant in connection therewith. The Participant hereby covenants and agrees to indemnify and save harmless the Lessor from all liabilities, charges, expenses (including counsel fees) and costs on account of or by reason of any such injuries, liabilities, claims suits or losses however occurring or damages growing out of same.

The Participant warrants and guarantees the Participant is properly insured for all time periods and places covered by this agreement. The Participant agrees to assume all risks of loss, injury or damage of any kind or nature whatsoever to the contents of any building or structures, or to any goods, merchandise, chattels, or any other property or may hereafter be upon said leased premises, whether belonging to the Participant or others, and whether such loss, injury from fire or other agency, and whether the same be caused by the negligence of the Lessor, or any of its volunteers or agents, or otherwise, and to save and keep harmless the Lessor from all claims and suits growing out of such loss, injury or damage.

By signing this application, I attest that I have read the vendor information and terms of rental, and have executed the Waiver of Liability. I understand that once my application is accepted, the terms listed on the aforementioned will constitute a rental agreement, and I agree to be bound by those terms. I understand that non-compliance with any of the terms may result in the cancellation of my registration as a vendor and the forfeiture of my fees. By signing on behalf of a business or organization, I certify that I am authorized to enter into a contractual agreement on behalf of the said business or organization. I understand that GEARS reserve the right to reject any application.

Agreeing to the above, we set our signatures hereto:

Business/Organization: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# Fall Festival 2025

## Vendor Information & Agreement

Name of Organization: \_\_\_\_\_

PA Tax License #: \_\_\_\_\_

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

Mailing Address: \_\_\_\_\_

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

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

Web Site: \_\_\_\_\_

Please list any special activities/attractions you will have at your booth: \_\_\_\_\_

\_\_\_\_\_

Please list date/time that you will be arriving to set up at fairgrounds:

\_\_\_\_\_

Please list all food items you will be selling at your booth:

\_\_\_\_\_

\_\_\_\_\_

Additional Comments: \_\_\_\_\_



Fees are non-refundable and must be submitted with application. Please review the Vendor Agreement before submitting application. **Make check payable to: GEARS** 70 South Poplar Street, Elizabethtown, PA 17022 (Sorry, Tables cannot be provided.)

**Non-Profit Organization:** # of spaces (10'x12'): \_\_\_\_\_ x \$25 each= \$\_\_\_\_\_

**For-Profit Food Vendor:** # of spaces (10'x12'): \_\_\_\_\_ x \$70 each= \$\_\_\_\_\_

**For-Profit: Crafters/ Merchants:** # of spaces (10'x12'): \_\_\_\_\_ x \$55 each= \$\_\_\_\_\_

**Total Enclosed** \$\_\_\_\_\_

**Electrical (if applicable)**

# of outlets: \_\_\_\_\_

All outdoor units must have 12/3-3 prong extension cords, maximum 100 feet.

I have read and agree to the terms and conditions outlined on this application.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_