



May 25, 2022

To whom it may concern,

The 2022 Berks County Fair is set to launch on Sunday, July 10th, 2022!

For 2022, we would like to include games at our fair. Instead of using large companies, we wish to work with organizations in our communities to operate these! We are seeking lions' clubs, fire companies, granges, boy scouts, girl scouts, school clubs such as Envirothon or sports, and many more to help us! We are asking that your organization puts together a game such as a dime pitch, dunk tank, ring the bottle, a fishing game or whatever you may come up with, to operate and offer to the community of Berks County for their enjoyment. The fair runs from July 10th through July 15th. It is our hope to have several games each night for our attendees. Your organization keeps all the proceeds you raise but you are responsible for setting up, providing prizes and operating the booth. We will provide you with a marked 10x15 space and if you require more space than that, it will be \$20 per extra space.

We strongly feel the best way we can be successful is by including all aspects of our community. We hope your organization will join us and offer up fun for all ages. The fair itself is free to the public, but our fairgoers will be expected to pay for their experiences such as bounce houses, food and games you would offer.

Please respond by June 27th so we are able to advertise and set up appropriately prior to the event. The game you wish to operate will be first come first serve, for example, once we have a dime pitch, you will have to choose something else! Please fill out the attached application and you will be notified once it is accepted. If you have any questions, please feel free to reach out!

Sincerely,

The Berks County Fair

Rachael Kirkhoff (610) 750- 1531; Vendors@theberkscountyfair.com

Caitlyn Pool (610) 972-3934; Secretary@theberkscountyfair.com



Game Vendor Application

July 10th- 15th 2022

Rates: 10x15 space, outside spaces only

Non-Profit Organization - no fee for first space (\$20 for each additional space)

THIS IS AN APPLICATION ONLY

All Applications due by June 27th

You will be notified if you are accepted to participate in The Berks County Fair. If you are accepted, payment will be required before the start of the fair. We can accept check or online payments.

If you have any questions please contact Vendors@theberkscountyfair.com or 610-750-1531

Organization Name: _____

Contact Person: _____

Contact Address: _____

City: _____ State: _____ Zip Code: _____

Business Phone: _____ Cell Phone: _____

Email Address: _____

Type of Game: _____

Can you attend every day? **Y** or **N** (select below)

Full week- Sunday-Friday

Half Week- Sunday-Tue Wed-Fri

BOOTH SPACE SIZE

Each space is a minimum 10x15

How Many Spaces needed: _____ Electrical hook up ? **Y** or **N**
(A fee may be applied depending on usage)

Additional opportunities are available to promote your business:

Fair Partnership _____ Website _____

If you are interested in any of these, please check and we will be in contact with you.

OFFICE USE ONLY

Application: _____ Payment: _____ Insurance: _____ Hold/Harmless: _____

VENDOR INFORMATION

This year The Berks County Fair will be open from Sunday, July 10th through Friday, July 15th.

Fair operating hours: Sunday 12 pm – 9:30 pm
 Monday - Friday 4 pm – 9:30 pm

Once your application is accepted you will receive a packet containing more information

Insurance Requirements and Hold/Harmless Agreement

Each Contractor/Vendor shall obtain and keep in force until completion of the “The Berks County Fair,” including set up and tear down, a commercial general liability Certificate of Insurance with liability limits equal or greater than \$1,000,000 each occurrence. The Contractor/Vendor shall provide a Certificate of Insurance to The Agricultural & Horticultural Association of Berks County, d.b.a. The Berks County Fair evidencing such coverage within ten days of the signed Vendor Application. Such Contractor/Vendor shall name The Agricultural & Horticultural Association of Berks County, d.b.a. The Berks County Fair as an additional insured. Must be provided at or before the start of the fair.

Hold Harmless/Indemnification: Contractor shall be solely responsible for any and all injuries to persons or damages of property or any other injury, claim, damage or loss of whatever nature, arising directly or indirectly from the Reading Fair. Contractor shall INDEMNIFY, SAVE and HOLD HARMLESS The Agricultural & Horticultural Association of Berks County, d.b.a. The Berks County Fair and its employees, agents and volunteers from and against all liability, loss, damages, claims, costs and expenses (including attorney fees) arising out of injury to person or damages to property or any other injury, claims, damage, loss, cost or expense arising from The Berks County Fair

Hold Harmless Agreement must be signed by all vendors and exhibitors before setting up at the Berks County Fair.

I, THE CONTRACTOR/VENDOR, AGREE TO THE TERMS OF THIS HOLD HARMLESS AGREEMENT

PRINT NAME AND BUSINESS NAME

SIGNATURE

DATE

CERTIFICATE OF INSURANCE SPECIFICATIONS

TO: ALL VENDORS

Please have your Insurance Broker or Carrier forward a Certificate of Insurance satisfying the specifications listed below to the The Berks County Fair, Attn: Rachael Kirkhoff PO Box 530, Leesport, PA 19533

CERTIFICATE OF INSURANCE SPECIFICATIONS

1. Name in the Certificate Holder area:

The Agricultural & Horticultural Association
of Berks County
d.b.a. The Berks County Fair
P.O. Box 530
Leesport, PA 19533

2. Best's "A" Rated Carriers Only

3. Liability Coverage – state your limits

4. Description verbiage to be included must read: "Certificate holder is named an Additional Insured as their interests may appear".

5. Your valid original Certificate of Insurance naming us additionally insured must accompany your Vendor Application, Hold Harmless Agreement and Vendor Space Fee (No Exceptions).

If you do not provide an original Certificate of Insurance, we will bill you so you can be included on our Users Liability Coverage.

Note: Acceptable Insurance Coverage is essential to your participation in this year's fair.

If you have any questions or concerns regarding insurance coverage, please contact us immediately.

Thank you for your cooperation and we'll see you at the 2022 Berks County Fair!