

Vendor Terms and Conditions

By participating as a vendor in the 2022 Saxonburg Festival of the Arts, you are agreeing to the following terms and conditions.

1. Setup in Roebling Park and Cooper Hall will take place Friday from 9 am to 4:30 pm. Setup on Main Street will take place Saturday morning from 8 am to 10 am. Set up at First Commonwealth Bank will take place Friday from 5:30 pm to 9 pm or Saturday from 8 am to 10 am. You must be set up and ready by Saturday at 10 a.m.
2. Vending hours will be Saturday 10 a.m. – 6 p.m., and Sunday noon – 5 p.m.
3. Please remember your Vendor location (locations will be posted online mid-August at www.saxonburgpa.com/festival and given via email). Volunteers will be present to aid you in locating your space. Vendor parking passes will be distributed at check in.
4. All vendors will sell via your usual payment methods.
5. If you are a food or snack food vendor, we require you to provide a garbage receptacle outside of your booth or truck for your customers. Trash will be picked up throughout the event.
6. You must bring everything you need for your setup.
7. If you have a tent, you must have weights for each of the legs; due to buried electrical lines, stakes are not permitted in the Park.
8. You will be responsible for your garbage and cleanup of your space.
9. Saxonburg Borough will not be held accountable for damage done to or by your business.
10. This is an outdoor event and subject to inclement weather. The event is held rain or shine.
11. Hot Food Vendors & Food Trucks will need to provide their Insurance Certificate Holder #, PA AG or Allegheny License #, and proof of Food License (or temporary food license) either at time of application or payment.
12. If you have a special request, please use the Notes Section on the Application. Special requests will be considered but are not guaranteed.
13. Vendor cancellations: Cancellations by August 1 will be given credit toward 2023 fees. Cancellations after August 1 will forfeit their payments.
14. Payments returned to Saxonburg Borough via credit card reversal or non-sufficient funds will result in a \$50 fee.

If you have any additional questions or concerns, please contact the 2022 Saxonburg Festival of the Arts Committee via email at SaxonburgArtsFestival@gmail.com or via phone to (724) 294-6118.

Thank you for being part of the 2022 Saxonburg Festival of the Arts and for all you do! We're happy to have you!