

☐ **APPROVAL** ☐ **REJECT / DENY** DATE: _____

2026 Saxonburg Winter Festival Application

Saxonburg Area Business Association (SABA) and The Little Shops of Saxonburg cordially invite you to participate in our 2026 Saxonburg Winter Festival (Event) through the rental of vendor lot space for the duration of the event. We thank you in advance for your interest in the event taking place February 28 on Main Street in Saxonburg, PA 16056. Please take the time to carefully read through the Event Code of Conduct as well as the information provided below PRIOR to filling out the application.

OVERVIEW. The Little Shops of Saxonburg are super excited to partner with SABA (Saxonburg Area Business Association) again and offer the "Saxonburg Winter Festival" event for 2025 in our historic town, creating an opportunity to gather as a community. This festival benefits Saxonburg businesses by bringing hundreds of people to town during the winter season.

APPLICATION PROCESS. *Please scan and email this form to the email shown at the top of the page.* Application is for consideration for the event and must be submitted on or before February 14, 2025. No vendors are permitted to make application after this date. Not all applicants may be accepted. Approved applicants will be notified by email that outlines the payment process as well as important information regarding set up. Vendor participation and approval is at the sole discretion of SABA and the event committee. Participation in past events does not impact approval decisions. Vendor space is limited.

RESPONSIBILITY / CODE OF CONDUCT

- **NOTIFICATION.** Vendors will receive an email on or before February 21 detailing location for set up. Because this event takes place over the course of multiple days, vendors are permitted to leave their set up intact overnight.
- **SET UP.** Vendors / Artisan must bring everything needed for location set up. Event Sponsor is not responsible to provide any equipment, supplies nor utilities. Vendors are expected to be present for the duration of the event.
- **TENTS.** If a tent is used, all tent legs MUST have weights-Stakes are NOT permitted except in soil/grass. Tents that are not properly weighted and secured will NOT be permitted.
- **GARBAGE.** Vendors are responsible for garbage and proper cleanup of designated space.
- **WEATHER.** will take place rain and/or shine. Inclement weather is NOT an acceptable excuse for an absence. Vendors unable to attend the event MUST provide a written notice to Event Management no less than 24 hours in advance.
- **OCCUPANCY.** Vendor set ups may not extend outside of the Main Street parking spaces painted on the street to allow for emergency vehicle traffic. Back legs of tent will likely be off the street on sidewalk/grass area.
- **PARKING.** Information related to vendor parking will be provided upon approval.
- **EVENT TEAM.** Event staff will be available throughout the duration of the event to help answer any questions. Please, locate the Event coordinator if you are in need of assistance.
- **DISPUTE RESOLUTION.** Event Coordinator has full power to interpret the rules and regulations outlined above. Any matter not outlined will be decided by Event Coordinator in the best interest of the overall event.
- **ATTENDANCE.** Failure to show, setting up late, and failure to comply with the outlined rules may result in immediate removal from the Event, without reentry nor refund. These Vendors may also be barred from future events. Such decisions are at the discretion of Event staff and SABA
- **INSURANCE.** Accepted Vendors must provide a Certificate of Insurance with a minimum of \$1,000,000 general liability coverage naming both **SABA** and **Saxonburg Borough** as additionally insured. Certificates must be submitted by February 8 prior to the event. Neither SABA, volunteers, directors, or representatives are responsible for any injury, loss, or damage that may occur.
- **PAYMENT OF FEES.** Vendors will be expected to pay fees at the time of acceptance. An acceptance email will detail payment and important information on set up location. SABA will not be offering refunds under any circumstance. Payments must be received no later than February 14.
- **SPACE SHARING / SUB LEASES.** Approved vendors are not permitted to share or sublet any portion of their designated space.