



SAXONBURG WINTER FESTIVAL

Saxonburg Area Business Association • Little Shops of Saxonburg

MAIN STREET • SAXONBURG, PA 16056 • SaxonburgWinterFestival@gmail.com

Authentic Artisans, Food Vendors and Musicians



ARTISAN / VENDOR APPLICATION / CONTRACT

February 28, 2026

VENDOR INFORMATION / CONTACT

COMPANY / BUSINESS NAME:			CONTACT NAME:		
STREET / MAILING ADDRESS:			MOBILE PHONE:		
CITY:	STATE:	ZIP CODE:	OTHER PHONE:		
EMAIL:			VENDOR TYPE:		
WEBSITE:			<input type="checkbox"/> Artisan <input type="checkbox"/> Music <input type="checkbox"/> Food Truck <input type="checkbox"/> Snack <input type="checkbox"/> Non-Profit* <input type="checkbox"/> Other Business*		
FACEBOOK / INSTAGRAM ACCOUNT:			*LIMITED SPACE for Non-Profit & Other Business booths.		
DESCRIPTION OF PRODUCT/SERVICE			SPACE REQUIREMENTS		
			<input type="checkbox"/> Single (10'x10') Tent <input type="checkbox"/> Double (10'x20') Truck / Trailer		

EVENT DATE / TIMES

- Saturday, February 28, 2026
- 10:00 am – 4:00 pm

EVENT FEES (per Single Space)

- Artisan/Snacks \$50
- Food Trucks/Trailers \$65
- Non-Profit or Other Business \$50

EVENT LOCATION

Main Street, Saxonburg PA 16056. *Main Street will be closed to all vehicle traffic (except emergency vehicles) from Pittsburgh Street to Rebecca Street.*

INSURANCE / LICENSING

Vendor must have proof of valid business general liability insurance (\$1,000,000) naming SABA and Saxonburg Borough, and make it available to Management prior to the start of the event. If you need to procure/renew this, SABA is happy to provide a list of qualified insurance professionals. Please email secretary@saxonburgbusiness.org to request that info.

SET UP / TEARDOWN & ACCESS TO GROUNDS

Vendors may be allowed on Main Street as early as 2 hours prior to start of event. No booth or items may be placed on Main Street nor can set up completely block sidewalk. All set up must be complete by 9:45 am on Saturday. Tear down should be immediate after the event is over. Road reopens 30 minutes after the event ends.

ACCEPTANCE

THIS IS AN APPLICATION ONLY. Not all applicants may be accepted for the event. Determination of Acceptance is the responsibility of Saxonburg Area Business Association and its co-sponsors. All decisions are final. Further action may be necessary upon approval. Please check your email for updates on the application process.

FOR VENDOR / ARTISAN (Please Print)

FOR EVENT MANAGEMENT:

Saxonburg Area Business Association

X

DATE

X

DATE

FOR OFFICIAL USE ONLY:

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 2026 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 complete an online application: Got to www.saxonburgbusiness.org and click the button for the Winter Festival Application - ONLINE form.* Application is for consideration for the event and must be submitted on or before February 14, 2026. 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.
- **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 16.
- **SPACE SHARING / SUB LEASES.** Approved vendors are not permitted to share or sublet any portion of their designated space.