



VENDOR APPLICATION

Date & Time: Saturday, May 6, 2023 from 10 a.m. to 2 p.m.

Location: LifePoint Church, 339 Lincoln Way East, Chambersburg, PA 17201

Projected Attendance: 500+

Learn and Play Day with United Way is a free family fun event including kids' activities as well as information for families about early childhood development, educational providers, and resources for assistance.

United Way Contact: Kimberly Stephens, kstephens@uwfcpa.org, 717-262-0015 x203

VENDORS: All organizations applying for a 10'x10' vendor space (table included) at Learn & Play Day are subject to final approval by United Way. In general, organizations that are eligible to register for vendor booth space at the event include: • **Childcare/Pre-K Providers** • **Educational and/or Healthcare Services Providers** • **Nonprofit Human Services Providers.** (Businesses are eligible for vendor space through event sponsorship; contact for details.)

Vendors are strongly encouraged to provide a kids' activity at their booth. Activity must be educational in nature, able to be completed in 15 minutes or less by children and is subject to final approval by the event committee.

SET-UP: as early as 8am **VENDOR BREAKFAST:** 9am **EVENT:** 10am-2pm **CLEAN-UP:** done by 3 p.m.

Applications are due to United Way no later than Friday, April 14

Organization/Provider _____

Address _____ City _____ State _____ Zip _____

Contact Name _____ Phone _____

Email _____ Organization Type _____

Organization Mission _____

- Vendor Fee:** FOR-PROFIT Childcare and/or Pre-K Provider - \$30 NON-PROFIT Childcare and/or Pre-K Provider - \$15
 Please Childcare and/or Pre-K Provider W/ACTIVITY* - free* Education and/or Healthcare Services Provider - \$100
 check one NON-PROFIT Human Services Provider - \$15 Human Services Provider W/ACTIVITY* - free*

If you have questions about which fee applies to your organization, please contact United Way: 717-262-001

*Free vendor space is offered to childcare/PreK and human services providers who offer a free kids' activity at their booth. Activities must be educational in nature, able to be completed in 15 minutes or less by children, and are subject to approval by the event committee.

Activity Information: If you plan to offer an activity (strongly encouraged), please detail the activity below or on an attached page for review by the event committee.

- Payment:** Check enclosed (make payable to United Way of Franklin County)
 Credit Card – to pay with credit card, visit www.uwfcpa.org and click "donate" in the top right corner

I understand the submission of this form confirms commitment from our organization to provide vendor space based on the information above, upon approval by United Way. After approval, refunds will only be issued if United Way has to cancel event due to unforeseen circumstances.

Authorized Signature _____

To Submit Application: mail to United Way of Franklin County, 182 S. 2nd St., Chambersburg, PA 17201;

OR drop off at our office; OR email to kstephens@uwfcpa.org



United Way of Franklin County