



www.codorusfriends.org
1066 Blooming Grove Rd
Hanover, PA 17331



The 2023 Experience Codorus Outdoors (ECO) event, presented by the Friends of Codorus State Park (FOCSP) and Codorus State Park, will be held Friday, June 9 from 4 pm to 8 pm and Saturday, June 10 from 11 am to 8 pm.

EXHIBITOR/PARTICIPANT APPLICATION

Name (Company/Business):

Activity Description:

Contact Person:

Address:

City:

State:

Zip Code:

Phone Number (Cell):

E-Mail Address:

SPACE REQUIREMENTS

12' x 12'

20' x 12'

Custom Size

All forms must be post-marked by April 1, 2023 and mailed to: **Friends of Codorus State Park, Attn: Experience Codorus Outdoors, 1066 Blooming Grove Road, Hanover, PA 17331.**

Applications will be approved or denied by email by the Experience Codorus Outdoors committee after the April 1, 2023 deadline. By signing and submitting this application, the vendor assumes all liability and responsibility for theft, damages, etc. Signing this document releases Codorus State Park and FOCSP, it's employees and volunteers from any and all liability. I agree to all Event Policies listed on the back of this form.

Applicant Signature:

Date:

FOR QUESTIONS, email Megan Alcott at: ecocodorus@gmail.com

EVENT POLICIES - rev. 11/14/22

GENERAL - You may request a specific site location but final assignments are at the discretion of the event committee. Vendors may not spread out from their assigned areas, block aisles or impose on the space assigned to another vendor. No subletting of rented space is allowed. Assigned space is final; site changing will not be allowed. Vendors must remove ALL site equipment no later than Sunday, June 11, 2023 at 11AM. Vendors must provide all of their own equipment including canopies, tables, chairs, generators, extension cords, etc. No electricity will be provided. All canopies must be secured and weighted for potential severe weather conditions. No ground stakes are permitted in blacktop areas. ALL sites will be assigned a number and tagged with the assigned number by event staff. Site numbers MUST remain visible at all times.

CRAFT VENDORS - The space allocated for each individual site is 12' x 12'. See the attached preliminary event map to determine overall site areas. Craft Vendors selling food items for consumption will only be allowed to do so if the items are prepackaged.

FOOD TRUCKS - The space allocated for each individual site is either 22' or 44' widths. Vehicles must be unhitched from trailers and parked in designated parking areas. Food Truck Vendors must be in compliance with the PA Dept. of Agriculture and must provide a copy of a valid food license and a current certificate of liability insurance policy to Codorus State Park management. NO STYROFOAM is to be used in the distribution of food. This provision is to comply with the state's "Growing Greener" initiatives. Biodegradable alternatives are preferred. Food Truck Vendors will be the only vendors selling food for on-site consumption.

PARTICIPANTS - The space allocated for each individual site is either 12' x 12', 20' x 12' or custom sized booths/sites upon special request. Participants bringing specialized equipment into the Park must be in full compliance with whatever PA state requirements you fall under (inspections, licensing & liability insurance). To enhance your presence at the event, it is recommended that your participation and space layout be designed for maximum interaction with event attendees. All sites should be attended by someone at all times during the event.

CHECK-IN/SETUP - Check-in time frames are Friday, June 9, 2023, 9AM - 2PM and Saturday, June 10, 2023 - 7:30AM - 9:00AM. All vendors are expected to be fully set up and operational at a minimum of one (1) hour before the event begins. Craft vendors will be allowed to pull a vehicle up to their designated site area prior to the start of the event for a maximum of 30 minutes for unloading purposes ONLY. If a Craft Vendor or Participant arrives late, you can still set up but you will not be allowed to drive a vehicle to your site. If a Food Truck Vendor arrives late, you WILL NOT be allowed to set up and will be directed to leave the park.

VEHICLES - Cars, vans & trailers WILL NOT be allowed in the ECO event area during the event. ALL vehicles MUST park in the parking lot area. There will be parking lot designations. You can park in the designated "vendor" parking area but you must display your vendor parking pass on your dashboard-NO EXCEPTIONS. Two (2) vendor parking passes will be provided upon your arrival and will be valid for both days. Should you desire additional parking passes, they can be purchased at the front gate for parking in the main parking area. There will be no moving vehicles WHATSOEVER in the event area on Friday between the times 3:30 PM and 8:30 PM and on Saturday between the times 10:30 AM to 8:30 PM. An air horn will be used to sound the beginning and ending times of the vehicle movement prohibition.

EXPECTATIONS - ECO reserves the right to remove any item/display that is deemed not family appropriate. Vendors and their representatives shall not conduct themselves in a manner offensive to general standards of decency or good taste. In the event of inappropriate behavior the site will be required to close and all fees will be forfeited. Vendors are responsible for the conduct of anyone associated with their site. Vendors are responsible for their own site clean-up prior to departing. When vacated, the vendor/participant space must be left clear of paper, packing materials and all other refuse. Trash can be taken to the onsite dumpster for disposal. All vendors & participants MUST remain setup and open until 8PM each night. If you choose to leave early from the event, you will be in violation of our agreement. If your site plans to raffle items or conduct any other small games of chance, you must submit your Pennsylvania small games of chance license to Codorus State Park officials in advance of the event-NO EXCEPTIONS. Non-compliance with any ECO Policies will jeopardize participation in any and all future FOCSP events.

SECURITY - There is overnight security Friday for those staying both days but no security on Saturday night. ECO cannot be responsible for loss or damage to property left on grounds overnight.

WEATHER POLICY/CANCELLATIONS - The ECO event is an outdoor rain or shine event; there is no rain date. This event is a fundraiser for FOCSP. Refunds will not be issued for any reason.