

# Pleasant Hills Community Day 2026 Booth/Vendor Policies and Regulations

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## Booth / Vendor Application Timeline

- Vendor application process is open.
  - Applications will be accepted through 3:00 PM on **Friday, July 3, 2026**
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## Vendor Item Selection & Preferences

- Vendors may submit up to **four (4) item choices** in order of preference.
  - Additional items may be listed in the Alternate Choices section.
  - The Committee reserves the right to limit vendors within specific categories.
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## Vendor Registration Fees

### Early Bird Pricing (by June 5, 2026)

- Food Booth (10x10): \$125
- Retail / Merchandise Booth: \$125
- Information Only Booth: \$50
- Community-Based (Non-Profit) Booth: \$25
- Electricity Add-On: \$25

### Standard Pricing (June 6 – July 3, 2026)

- Food Booth (10x10): \$150
  - Retail / Merchandise Booth: \$150
  - Information Only Booth: \$75
  - Community-Based (Non-Profit) Booth: \$50
  - Electricity Add-On: \$25
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**\*\* New \*\* All-American Community Partner**  
Become an All-American Community Partner and receive **\$50 off your booth fee** by donating a raffle prize with a minimum value of \$50.



***All funds raised directly support Pleasant Hills Community Day.***

## Important Information

- Booth spaces are limited to **10x10 feet**. Vendors requiring additional space must purchase an additional booth.
  - Submission of an application does not guarantee acceptance. Vendors will be selected based on product variety, quality, etc.
  - Vendors may only sell items listed and approved in their application. Unauthorized items are not permitted.
  - Oversized tents or non-compliant setups will not be accommodated.
  - All fees are non-refundable, including cancellations due to weather or Borough decisions.
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## Application & Payment Deadline

- All applications and payments must be submitted by 3:00 PM on **Friday, July 3, 2026**.
  - Payment is required upon acceptance to secure booth space.
  - Unpaid applications will not be considered.
  - Late applications may not be accepted if vendor capacity has been reached.
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## Booth / Vendor Space Specifications

- Vendors must provide their own tents, tables, and chairs.
  - Access to electricity is subject to availability and access must be requested by 3:00 PM on July 3, 2026.
  - Only one (1) deep fryer per booth is permitted.
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## Booth / Vendor Set Up & Event Timeline

Pleasant Hills Community Day 2026 will consist of daytime and evening segments.

Vendors may participate in:

- **Daytime Festival Only (12:00 PM – 5:00 PM)**
  - **Full-Day and Evening Event (recommended)**
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- Setup for ALL: **Friday, August 7, 2026 (4:00 PM – 8:00 PM)**
  - Vendors must be fully set up prior to the start of the event.
  - Vendors must be open from approximately **12:00 PM (following parade) through 5:00 PM**.
  - Vendors may take a scheduled break from **5:00 PM – 6:00 PM**.
  - Vendors not participating in the evening portion shall close at **5:00 PM**.
  - Vendors participating in the evening program must reopen at **6:00 PM**.
  - Sales must end at the start of fireworks and may not resume afterward.
  - Booth breakdowns are not permitted until after the conclusion of fireworks.
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## Evening Vendor Highlight & Award

Vendors remaining open for the Night Festival are invited to bring the theme to life. A **“Party Like It’s 1776” Vendor Award** will be given to one standout vendor for creativity, theme, and overall experience.

The evening portion of Community Day is intended to create a higher-energy festival atmosphere leading into fireworks. Vendors are encouraged, but not required, to:

- Offer limited or evening-specific menu items
  - Feature special items or promotions
  - Provide themed offerings aligned with the event
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## Evening Participation & Vendor Appreciation

Vendors who remain open for the Night Festival will receive

- **Two (2) complimentary tickets to our Meet, Greet and Rest (for a Millisecond) Volunteer Dinner (5:00 PM – 6:00 PM)** as a thank-you for helping keep the energy going into the evening celebration. Additional dinner tickets may be purchased in advance.
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## Booth / Vendor Operating Policy

- Vendor vehicles are not permitted on the field at any time.
  - Loading and unloading is permitted in designated areas only.
  - Vendors are responsible for their own conduct and to act appropriately while serving the public.
  - Vendors are responsible for all applicable licenses and permits.
  - Vendors assume all liability for the food they serve.
  - Vendors are responsible to keep the area around their booth clean and free from hazards.
  - Vendors who are insured are required to include the Borough as an additional insured on their liability insurance policy.
  - By participating in the event, vendors agree to release and hold harmless the Pleasant Hills Community Day Committee, the Borough of Pleasant Hills, Borough employees, appointed and elected officials from any liability arising from their operations.
  - Decisions of the Committee regarding vendor participation and event operations are final.
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## Contact Information

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