

The PA Education & Athletic Training Association

PO Box 153 • Monroeville, PA 15146 • 412-423-8680 • www.thepeatinstitute.org • info@thepeatinstitute.org

We are pleased to offer an exciting event for 2025!



We anticipate an excellent response to the Harvest Festival. We cannot save any space. Applications are reviewed and accepted until each show is filled. Applications will not be reviewed unless accompanied by the appropriate payments.

We are ONLY able to accept pre-packaged food vendors at this event.

As you consider shows for your 2025 schedule, please know that we will spend money on digital (Facebook & Google), print (newspapers), road signs, flyers, banners, social media, and email blasts!

Our social media presence on Facebook & Instagram has been an important part of advertising, and we rely on you to help promote the shows by engaging with your followers.

We thank you for your interest and support and look forward to reviewing your application! If you have any questions about the enclosed application, please contact us.

On behalf of everyone at The PA Education and Athletic Association (P.E.A.T.), best wishes for a successful 2025 show season!!!

Monroeville Convention Center: If you choose to use the forklift with pallets/skids, convention center carts, neither the Monroeville Convention Center nor The P.E.A.T. Association, Inc are responsible for any damage to merchandise, displays, etc. This is a courtesy service and exhibitor/vendor assumes all responsibility.

Vendor Agreement & Contract Terms – 2025 Harvest Festival

The PA Education & Athletic Training Association (P.E.A.T.)

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1. Event Overview

- Event Name: 2025 Harvest Festival
- Event Date: September 20, 2025
- Location: Monroeville Convention Center
- Set-Up Time: 7:30 AM
- Tear-Down Time: 6:00 PM
- Application Deadline: May 31 or August 1, 2025 (based on fee structure)
- Fees:
 - \$100 if postmarked by May 31
 - \$125 if postmarked between June 1 and August 31
 - No refunds. No partial payments.

2. Eligibility & Merchandise

- Food Vendors: Only pre-packaged food and beverage items are permitted (e.g., dips, nuts, fudge).
- Prohibited Sales: Lemonade, soft drinks, bottled water, and iced tea.
- Merchandise Approval: All products must be listed and approved on your application. Unauthorized items may lead to expulsion.

3. Booth Provisions

- One 10x10 space with one table and two chairs included.
- Displays must remain within assigned boundaries and must not interfere with others.
- Professional signage is required; handwritten signs may be removed.
- Vendor is responsible for booth cleanliness and waste disposal.
- No subleasing, space sharing, or unapproved merchandise allowed.

4. Compliance & Permits

- Vendors must comply with all applicable laws and regulations, including food handling and tax requirements.
- Sales tax license numbers must be submitted 30 days prior to the event.
- Vendors are responsible for obtaining all required permits and must post them at their booth.

5. Insurance & Liability

- Vendors must carry a minimum \$300,000 General Liability Insurance policy naming “The PA Education and Athletic Training Association” as Additional Insured.
- Vendor assumes all risks associated with participation, including damage, loss, or injury.

6. Rules of Conduct

- Booth must be staffed during all operating hours.
- No alcohol, smoking, or non-service animals allowed.
- No calling out to customers or selling in aisles.
- Radios or sound equipment require prior approval.
- All electrical cords must be grounded, UL approved.

7. Force Majeure & Refunds

- The P.E.A.T. is not liable for refunds or damages if the event is canceled due to acts of God, health emergencies, legal restrictions, or any other force majeure.

8. Legal Terms

- This contract is governed by the laws of the Commonwealth of Pennsylvania.
- Legal disputes will be handled exclusively in Allegheny County, PA.
- Vendors agree to indemnify and hold harmless The P.E.A.T. from all liabilities.
- P.E.A.T. may use vendor images, names, and contact info for promotion.

9. Termination & Penalties

- Failure to comply with terms may result in immediate removal from the event without refund.
- Non-attendance without notice may result in exclusion from future events.
- A \$35 fee will be assessed for all returned checks.

10. Agreement & Signature

By signing below, I acknowledge that I have read, understood, and agree to abide by the terms outlined above and in the accompanying event materials.

Vendor Name: _____

Business Name: _____

Signature: _____ **Date:** _____

P.E.A.T. Representative: _____ **Date:** _____

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Contract • 2025 Harvest Festival

☐ Vendor Name _____ Phone _____

Business Name _____ Bus Phone _____

Address _____ What COUNTY do you live in _____

City _____ State _____ Zip _____

Email _____ Cell Phone _____

**APPLICATION & PAYMENT DEADLINE MAY 31
or August 1, 2025**

PAYMENT TYPE: Payment based on POSTMARK date

_____ \$100 or \$125 Check made payable to The PA Education & Athletic Training Association and send to:
PO Box 153, Monroeville, PA 15146 (Return check \$35.00 fee)

_____ \$100 or \$125 Credit Card – Complete section below for Visa, MasterCard, Discover & American
Express (a 3% fee will be added for using a Credit Card)

Card # _____ - _____ - _____ - _____

Expiration Date ____/____ 3 Digit Security Code _____

Name on Card _____

Complete Billing Address or Credit Card (Street, City, State, Zip)

I authorize The Pennsylvania Education and Athletic Training Association to charge my credit card for all
balances for the 2025 Harvest Festival.

Signature _____

Credit Card Payments and Applications can be sent to info@thepeatinstitute.org

Electricity is purchased directly through Monroeville Convention Center.

Definitions: "Pre-packaged" - a vendor selling items that are prepared prior to arriving at the festival and are mainly a take-home
item for the customer, such as; dips, candies, fudge, sauces, pickles, roasted nuts, kettle corn, etc.

The sale of lemonade, soft drinks, bottled water, and iced tea are not permitted! Monroeville Convention Center controls the sale of
food and beverages.

Have you included the following with your application?

- ø Fully completed application must be Signed and Dated.
- ø Self-addressed, stamped, business-sized envelope MUST be included with application.
- ø Check payable to The PA Education and Athletic Training Association or authorization to charge a credit card including all applicable fees.
- ø A proposed menu/inventory list of the items you will be selling.

Checks made payable to: The PA Education and Athletic Training Association

Mail to: PO Box 153, Monroeville, PA 15146

**Credit Card Payment and Applications can be emailed to: info@thepeatinstitute.org or mailed to
PO Box 153, Monroeville, PA 15146**

Describe what you sell? _____

