



Vendor Booklet

Greyhounds in Gettysburg® Vendor Booklet

Welcome & Special Thanks

As the host of Greyhounds in Gettysburg, we want to take a moment to thank all of our returning vendors who have made this event such a success, and to welcome our new vendors. The success of our event depends on the success of our vendors and exhibitors, and we will do whatever is necessary to make sure everyone has a GREYT event!

Before the Event

Vendor Request

You can submit a request to be considered as a vendor for our event by going to our website, greyhoundsingettysburg.org and clicking on the Vendor tab. There is a form to fill out to request to be a new vendor on that page. The information you put on the form helps us to determine if your product line is a good fit for the event, so please put as much information as possible. You will not need to fill out any additional vendor requests. All requests are considered by date and product line.

Registration

Once you have been approved to be one of our vendors, we will email you a link to sign up using your email address. The link provided is for your vendor space only, and all vendors are required to register as guests in addition to the vendor registration. You will receive one free adult registration with your paid vendor fees. At the time of registration, you can order tables and chairs for a fee. There is an additional cost to order the tables and chairs at the event, and they may not be available.

Greyhounds in Gettysburg®

Presented by Nittany Greyhounds, Inc.

greyhoundsingettysburg.org

Our normal timetable for vendor registration:

Returning Vendors:

Registration is December 1 through December 31

Fees must be paid by December 31

New Vendors:

Registration is January 1 through January 31

Fees must be paid by January 31

Withdrawal:

February 28 and earlier – Complete Fee Refund

March 1 and after – No Refund

Promotion

Prior to the event, we do our best to promote all of our vendors to the public. We will post a link to your websites on greyhoundsingettysburg.org. Links are posted alphabetically.

There are many sponsorship opportunities and volunteer opportunities at the event to help promote your business or organization, please let us know if you are interested in either of these before the event.

Insurance

Nittany Greyhounds will carry an overall liability policy, but will not accept responsibility for any financial commitments and/or obligations undertaken by any individual or organization. We will not be responsible for any lost, stolen, or damaged items.

Taxes

Pennsylvania Sales Tax is required to be collected, and remitted, by anyone selling taxable items in the Commonwealth. It is your responsibility to get a PA Sales Tax License and/or number if you don't already have one, and to make the provisions for this responsibly. We do not require a copy of your sales tax certificate.

Hold Harmless Agreement

You will be required to agree to the hold harmless agreement which absolves Nittany Greyhounds, their officers and employees, and any event location owner or operator from responsibility from injury or theft during the event.

A full copy of the hold harmless agreement will be provided when registering for the event.

The Event

Allstar Events Complex
 2638 Emmitsburg Road
 Gettysburg PA 17325



Our indoor vendor area is an open floor plan, with each space normally open on one side, or two sides if on a corner. We have approximately 75 vendors and exhibitors, with four different sizes available to reserve:

10 x 10 10 x 15 10 x 20 20 x 20

Vendor Hours:

Friday 10am - 4pm

Saturday 10am - 4pm

Sunday 10am - 3pm

We do attempt to keep vendors selling like items separated, and we attempt to honor all requests for vendors who would like to be next to each other. However, what we have discovered is that some vendors do not tell us every single item they sell, and it is inevitable that your competition may be close by. You are welcome to put up pipe and drape, or use a canopy to separate yourself.

We do not allow vendors to share the same space. You also can not transfer your space to another vendor or sell another vendors items in your space without permission from the Vendor Coordinator. We do have a very long waiting list, and new vendors are added according to their products and the waiting list order.

Setup & Tear Down

Thursday: Setup from 10am until 4pm
Friday: Setup from 7am until 9:30am
Saturday: Enter at 9am
Sunday: Enter at 9am. Tear down from 3pm until 5pm.

- **Vendors are not able to drive in for setup.** This is a liability designation by the Expo Center.
- Please remember to bring your own cart or dolly, as there will not be any available to borrow.
- If you choose to purchase electricity, please bring a 100-foot cord, clearly marked with your name.
- You will need to have your vehicles and trailers moved to the vendor parking lot and have your booth set up no later than 9:30am on Friday, Saturday, and Sunday.
- Please note, when vending ends, the building closes and we will not be able to remain on the premises after the time, so please plan accordingly.
- You are able to leave your items in the building overnight, the building is secure and locked when we close.

Parking

Vendors are required to park in the vendor lot, which is located behind the customer lot. It is your responsibility to explain this rule to your volunteers and guests. We do provide a vendor shuttle during the set up and tear down times, to make the trip easier. All vehicles and trailers must be parking in the vendor lot, exceptions to this rule must be discussed prior to the event with the vendor coordinator.

Raffle Prizes

A good way to get your product or services noticed is to donate an item to our Raffle. We will have an area set up by the Raffle tables that will be staffed to accept your raffle donations. Please drop them off at your convenience for our volunteers to get them added. Please give the volunteers a business card to go with your items to make sure the prizes are marked properly. We would need your raffle items by 10 am on Friday.

Check-In

When you arrive for setup either Thursday or Friday, please check in at the Nittany Registration desk to let the Vendor Coordinator know you have arrived and pick up any vendor specific items and your goodie-bag.

Hospitality Room

Our hospitality room is open to vendors who would like a break from the crowd or who would like light refreshments, which are available compliments of Nittany Greyhounds. The room is located by the snack bar in the front entryway to the Expo Center.

Rules & Courtesy Considerations

- Vending is by invitation and is a privilege, we would like our vendors to be positive & helpful representatives of the event.
- Please do not encroach on another vendor's space.
- Any disagreements between vendors should be discussed privately, not in front of other vendors or guests. Disputes that are not solved should be brought to the Vendor Coordinators attention.
- Be mindful of others during setup and tear down. For instance, don't block the doorway with your vehicle.
- We do require you to participate in the entire event during vending hours, please do not close or tear down during that time.

Staff

If you have a specific problem that needs attention, there will be members of the GiG Team who will be wearing t-shirts with the words "AUTHORITY FIGURE" printed on the back. Any one of these people can make decisions and/or handle your problem. Another option is to come to the Registration desk. It's likely that one of us will be there at any given time.

We wish you all good luck at the event, and have a GREYT time! Please let us know if there is anything we can do to make the event more successful for you and us!

