

**PETERS TOWNSHIP 46<sup>th</sup> ANNUAL COMMUNITY DAY**

**SATURDAY, JUNE 27, 2026 • 11 AM – 5 PM**

**ROLLING HILLS PARK • 120 ROLLING HILLS DRIVE, MCMURRAY, PA 15317**

The Community Day Committee invites your organization or business to reserve an exhibit space for the 46<sup>th</sup> Annual Peters Township Community Day at **Rolling Hills Park**. Community Day is a day for our community, local businesses, organizations, churches, and charities to have booths that include information, activities, crafts and food. Local charities and organizations rely on Community Day to gain exposure and aid their fundraising efforts. This event is also great publicity for local businesses.

Sign up early to secure your exhibit booth space as applications are accepted on a first-come, first-served basis.

**Applications will be accepted beginning on Wednesday, February 4, 2026 at 8:30 a.m.**

**\*\*PLEASE NOTE\*\***

All registrations received PRIOR to February 4, 2026 at 8:30 a.m. will be opened on February 6, 2026.

**APPLICATION DEADLINE: May 29, 2026**

**Any applications received after May 30<sup>th</sup> will be required to pay a late fee of \$25 in order to be accepted. NO ACCEPTANCE AFTER JUNE 12, 2026.**

Your organization will be assigned an exhibit space, which is 10'x10'. Exhibit Booth structures, tables, chairs, canopies etc. are your responsibility. **You will be notified by mail of your exhibit location with your parking passes prior to the event**, unless there is a conflict accommodating your request (i.e. duplication of ideas, liability risk, etc.) in which case you will be contacted earlier. An event map will be included with your parking passes; the map is not to scale. Booth numbers are marked on the ground for booth set-up locations. **For more information please review the Rules, Regulations, and Policies information, which can be found on the back of the Application Form.**

**Direct sale vendors will be limited to one vendor per company.  
Businesses SELLING similar products will be limited to two vendors per product type.  
\*Food vendors selling similar items will be limited to ONE per food type. \*  
All vendor acceptance will be under discretion from the Community Day Committee**

We strongly encourage all vendors to donate to make sure our event is a successful one. Monetary and gift donations are accepted to help benefit our basket raffle.

We would like to thank your organization for making this event possible. Peters Township Community Day is cosponsored by the Peters Township Municipality and the Peters Township Chamber of Commerce. If you have any questions, please call the Peters Township Parks and Recreation Department at (724) 942-5000.

**Sincerely,**

**Your Community Day Committee:**

Pat Dolanch  
Jan Bails

Amy Petro  
Dave Brooks

Linda VanNewkirk  
Lisa Morris

Kristen Martin  
Maura George

Natalie Shearer



# PETERS TOWNSHIP COMMUNITY DAY

## VENDOR & SPONSOR APPLICATION



**Peters Township Community Day • Saturday, June 27, 2026 • 11 AM – 5 PM • Rolling Hills Park**

Name of Company/Organization \_\_\_\_\_

Contact Person \_\_\_\_\_ Email \_\_\_\_\_

Office/Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Address for Parking Passes \_\_\_\_\_ City/St/Zip: \_\_\_\_\_

**I am signing up for (check all that apply):**

- Vendor Booth Space Only**   
  **Sponsorship with Booth Space**   
  **Sponsorship Only**   
  **Basket Raffle Donation**

*To help keep our event successful, we encourage all participating vendors to provide a theme basket donation. Donors will be included in our advertising.*

**Raffle Donation**

- Cash Donation: \$ \_\_\_\_\_   
  Gift Donation: (basket, gift card, etc.): \_\_\_\_\_   
  Enclosed   
  Please pick up  
 Mailing or delivering at later date

**Booth Description** (distribute information, products being sold, displays, activities): \_\_\_\_\_

- Bringing a tent/canopy** (Each space is 10'x10')   
  **Bringing a generator** (No generators permitted without prior approval)

**Do you require electric?** Y\_\_\_ N\_\_\_ If yes, list all appliances you will use with electrical rating of each (amps and wattage usage).

**Booth Needs:** \_\_\_\_\_

*Priority placement will be based on a first come basis!*

**Payment is due with your application; it will not be processed until payment is received.** Payment is non-refundable unless your space can be filled. Absolutely no refunds after June 12, 2026. Vendor spaces are first-come, first-served. Booth locations will be processed and assigned, and preferences will be fulfilled, based upon the order in which they are received. The following will **not** be provided: booth/tent, table, or chairs. We reserve the right to limit various food and merchandise items and may not accept your application based on duplicity of items. A limited number of vendor spots with electricity are available, first-come, first-served. Electricity requests will not be granted without equipment and rating of electrical needs. Vendors with generators or cooking food must have a fire extinguisher at their booth.

**VENDOR SPACE OPTIONS & FEES**

Exhibit space is limited to 10'X10'. Any space required over this will be subject to an additional exhibit space fee. **A late fee of \$25 is required for applications received after May 29<sup>th</sup>.** No applications accepted after June 12, 2026

**Check that which applies:**

- Member of PT Chamber of Commerce**
  - \$50 - One Vendor Space** *Savings of \$25!*
  - \$100 - Food Vendor (One Space)** *Proof of insurance required Savings of \$50!*
- NO FEE / DEPOSIT REQUIRED - Non-profit organization serving Peters Township (One Space)**  
*A \$75 check deposit is required to hold your space and will be returned to all attending vendors. Deposits will not be returned to no-shows.*
- \$75 - Business (One Space)**
- \$150 - Food Vendor - Proof of insurance required and please note how much space you need**
- \$50 - Each Additional 10'x10' Exhibit Space** *\*Maximum number of spaces per request is 3 (30'x10').*
- Sponsorship (Includes 1 booth space; see chart below)**

**SPONSORSHIP OPTIONS & BENEFITS**

| SELECT SPONSOR LEVEL   | <input type="checkbox"/> <b>GOLD</b><br>\$1,000 + | <input type="checkbox"/> <b>SILVER</b><br>\$500 | <input type="checkbox"/> <b>BRONZE</b><br>\$250 |
|--|---|---|---|
| Company name or logo included on posters & postcards                                 | ★   |   |   |
| Company name announced throughout the event  | ★   |   |   |
| Publicity in the IN Peters Township Magazine (if received by April 4 <sup>th</sup> ) | ★   | ★   |   |
| Prominent display of banner (banner provided by sponsor)                             | ★   | ★   |   |
| Company recognized in advertising (Cable Channel 7, Observer/Almanac, Website)       | ★   | ★   | ★   |
| Free 10'x10' exhibit space   | ★   | ★   | ★   |

**HOW TO REGISTER**

- Please make check payable to: Peters Township Community Day Committee
- Mail payment and completed application form with signature to: Community Day Committee, 610 E. McMurray Road, McMurray, PA 15317

**PETERS TOWNSHIP COMMUNITY DAY  
RULES, REGULATIONS AND POLICIES**

1. Booths, tables, sandbags/weights, props, garbage bags, etc. are your responsibility.
2. **You may set-up your area on Friday evening, June 26<sup>th</sup> between 4:00 p.m. and 8:00 p.m.**  
Staff will be on site during Friday night and Saturday morning to answer any questions.
3. Most vendor spaces are on pavement. Tent weights/sandbags are needed.
4. The Community Day Committee and Peters Township Parks and Recreation are not responsible for any exhibit booth structures or items left in your exhibit booth overnight. Night security is NOT provided. Park closes at 9:00 p.m.
5. **Saturday morning set up will take place from 7:30 – 10:00 a.m. You will receive two parking passes that MUST be placed on your dashboard to enter the exhibit areas for the morning set up. ONLY cars with dashboard passes will be allowed in the set-up areas. Please make sure you provide the correct address on your application. No replacements will be given. NO EXCEPTIONS. We recommend coming early to set up!**
6. **ALL VEHICLES MUST BE MOVED TO VENDOR PARKING BY 10:00 A.M. FOR SAFETY REASONS.** No exceptions. You will be permitted to have your vehicle in the set-up area for 5 minutes to drop off your items (prior to 10:00 a.m.) and then will be directed to move your vehicle to the designated vendor parking area. **You MUST have your parking pass hung on your mirror to be permitted into the vendor parking lot.**
7. The park will officially open for activities at 11:00 a.m. and end at 5:00 p.m.
8. **Your vehicles will be permitted back into the exhibit areas for take down and reloading after 5:00 p.m. only.** If you leave your area earlier than 5:00 p.m. no vehicles will be allowed in any foot- traffic areas until the event is over. **Please plan on carrying out your belongings if you leave before 5:00 p.m.**
9. Please keep your booth area neat and clean. Bag your garbage in your own garbage bags and deposit it in the receptacles provided.
10. Food Vendors must provide proof of insurance (with application). Booths with a generator or that are cooking food are required to have a fire extinguisher at booth.
11. Alcohol Vendors must provide a copy of their Special Occasion Permit and insurance (with application). Limited vendors will be accepted this will be based on a first-come, first-served basis.
12. Due to Township ordinances, no businesses or organizations are permitted to put fliers on cars in Rolling Hills Park.
13. Announcements from the Information Booth will be limited to public service information, emergency use and the Community Day raffle. Please post your advertising and winners at your own booth. No microphones or sound systems allowed, due to interference with our information booth PA system and event entertainment.
14. Strolling and distribution of items outside of your booth (ex. Selling raffle tickets, handing out samples, coupons, flyers, etc.) is NOT Permitted.
15. The Raffle/Information Booth will not pass out coupons.
16. Distribution of empty balloons, squirt guns, snap caps or cap guns is not permitted. These items have created safety, maintenance or behavioral problems in past years.
17. No outside motorized vehicles are permitted on the park grounds, other than individuals with mobility devices.
18. **Refund Policy:** Due to fixed costs for the event, registration fees will not be refunded unless we have a wait list for vendors and can fill your space. There will be absolutely no refunds after Friday, June 12, 2026. If you are a no show the day of the event, there is no refund. No refunds due to weather related cancellations.
19. **A \$75 deposit in check form is required for all non-profit organizations. Checks will be returned to all vendors who attend the event. If your business or organization does not show up the day of the event, your deposit will not be returned.**
20. A map will be mailed with your parking passes. The event map is not to scale; booth locations are marked on the ground for set-up location.
21. Any vendor not abiding by the rules will be asked to leave and not participate in the event without a refund.

This is an agreement with the Peters Township Park and Recreation Department and Community Day Committee that you have received, read and will abide by all rules, regulations and policies concerning our Community Day event on June 27, 2026. Any vendor not abiding by the rules will be asked to leave and not participate in the event with no refund. By signing, I hereby for myself, my heirs, executors, and administrators, waive and release any and all claims for damages I may have against, Peters Township Community Day, Peters township Chamber of Commerce, Peters Township, The Peters Township Park and Recreation Department and their respective agents, representatives, or employees for any and all injuries that might be suffered by myself or my child while in this program. I further acknowledge that Peters Township may wish to utilize photographs of its activities in which I or my children may be depicted for its promotional purposes and I hereby consent to the same on behalf of myself and my minor children.

**SIGNATURE  
REQUIRED**

Signature \_\_\_\_\_ Date \_\_\_\_\_

|  |
|--|
| <b>OFFICE USE ONLY:</b><br>Date _____ Time _____ Payment type _____ Amount \$ _____ # of Vendor Spaces _____ |
|--|