



Dear Friends of Appalachian Harley-Davidson,

The crew here at Appalachian Harley-Davidson is busy planning for our biggest event of the year, our Spring Open House. This two-day celebration will be taking place on Saturday, April 24<sup>th</sup> and Sunday, April 25<sup>th</sup> this year from 11am to 6pm daily.

This event drew a crowd of nearly 3,000 people to our dealership last Spring, and we're confident that this year's attendance will be just as many if not more. Due to the overwhelming response from vendors such as you who are wishing to have a presence during our many events, we are sending this letter along with our vendor application so that we can determine how to best include everyone. If you have an interest in participating in this event as a vendor, please call me at the dealership so I can "pencil" you in, then fill out the enclosed form and return it to me as soon as possible.

Thanks for continuing to support Appalachian Harley-Davidson and its many customers. Again this year, there is no fee for you to set up your vendor booth, however, this is a fundraising event for the Muscular Dystrophy Association and should you desire to make a donation to MDA at the close of the event, it would be appreciated.

These vendor spaces are going to fill quickly...so call me today to reserve your spot!

Sincerely,

Cathy Delp  
Marketing/Event Manager  
Appalachian Harley-Davidson  
(717)766-9366  
[cdelp@appalachianharley-davidson.com](mailto:cdelp@appalachianharley-davidson.com)

# **APPALACHIAN HARLEY-DAVIDSON EVENT VENDOR APPLICATION**

Please print or type. Attach additional pages if necessary.

Please fax this document to 717-591-0529 or email to mailbox@appalachianharley-davidson.com

1) Trade/Business Name: \_\_\_\_\_

Owner/Principal: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

PA Sales Tax #/EIN: \_\_\_\_\_

2) Business Structure (circle one):    Proprietorship       Partnership       Corporation       Non-Profit

3) Is this business your full-time job?    Yes       no

4) Do you have a current liability insurance policy on hand? \_\_\_\_\_ (Supply copy of policy, please)

5) Who will be the manager on duty at your booth during this event? \_\_\_\_\_

6) At what number can we reach this individual for emergency? \_\_\_\_\_

7) Please list electrical requirements including voltage, amperage and wattage for your equipment

Equipment	VOLTAGE	WATTS	AMPS

8) We offer a variety of booth sizes, please indicate the dimensions of the space your operation would require:

10 X 10    10X20    15X15    20X20    30X30    Other: \_\_\_\_\_

9) Will you be providing your own tent?       Yes    No    Size: \_\_\_\_\_

10) Will you be providing your own tables?       Yes    No    How many: \_\_\_\_\_    Size: \_\_\_\_\_

11) How many vehicles will you need to park in our vendor parking area during the event? \_\_\_\_\_

Thanks for providing us with this information. It will greatly help in the execution of this event.

We will be setting up all vendor tents, booths and displays on Friday, April 27<sup>th</sup> between 8am and 8pm. We will schedule your set-up time when we call to confirm your participation. Tear down will take place at 4:00pm on Sunday.