



DELAWARE CITY DAY

October 5, 2024

NON-FOOD VENDOR EVENT INFORMATION

Application Due No Later Than Friday, September 20, 2024

Delaware City is proud to host the community event known as “*Delaware City Day*” the first Saturday of October to introduce visitors to our community and promote our businesses and historic riverside location. Delaware City Day is a day long, **family friendly fall event** that encourages all ages to come together enjoying music, great food, a small-town parade, free children’s activities, fireworks, as well as crafter and vendor sales.

NON FOOD VENDOR Regulations – Keep this information for your reference!

- The Delaware City Day is a family friendly event and for that reason the Delaware City Day Committee reserves the right to approve or refuse all vendor applications and items for sale.
- The event takes place on Clinton Street (vendors in adjacent Battery Park) from 10:00am – 8:00pm, and outside of the Library at 5th and Canal Street from 1:00pm – 6:00pm. Please indicate your preference on the application form.
- **Fees are due at the time of placing your application and are non-refundable unless your application is not confirmed. If your application is not confirmed for any reason, your check will be returned. Online payments are not possible, so send a check by mail or come to City Hall during normal business hours if you would like to drop off your application and pay by check or cash.**
- **Application:** All applications must include a list of items for sale, and complete and correct contact information. An applicant may not submit an application on behalf of another vendor or submit an application under an assumed name or address. Applications are accepted on a first come first served basis.
- **SPACE IS LIMITED.** Vendors will be assigned spaces based on availability at the time an application and payment in full is received. An application is not complete without full payment. Once at full capacity, a wait list will be formed for replacements if another vendor withdraws from the event. If one area is full (Battery Park or the Library/Children’s Area), the alternate location will be offered if available. If you do not accept the alternate location, your check will be returned.
- **Retail Vendors and Crafters must submit at least 1 photo with the application, showing representative samples of their work to be considered for admission and/or of their booth set-up, or alternatively can provide a website address and list of items that will be sold at the event.** Vendors who have participated in Delaware City Day in the past 2 years do not need to submit photos unless there has been a substantial change in the items that will be sold.
- Vendors are encouraged to carry liability insurance.
- Duplicate retail brand vendors (e.g., Stampin’ Up, Color Street, etc.) will not be accepted. The first paid application received will be confirmed. Other retail vendors selling similar

items may be accepted; there is no guarantee that you will be the only vendor of your type (for example: jewelry, candles, soaps, woodworking, clothing, etc.).

- **Booths:** There is no guarantee that you will be assigned the same booth location as in previous years, but all requests will be considered.
- **Power/Water/Booth Supplies:** Participants are responsible for all power sources, power cords, cord protection, tables, tents, signage, etc. necessary for the successful operation of their business in the park setting. No electricity will be provided.
- **Location:** Delaware City is a waterfront town, and it can be very windy in Battery Park which is located along the Delaware River. Please bring any needed supplies to secure your tent (booths will be located on the grass) and items for sale. If you have lightweight items such as jewelry, you may want to consider choosing the Library location which is along the Branch Canal but a bit inland from the river, however, all of Delaware City can experience windy conditions.
- **Signage:** Vendors must post signs listing items for sale and their prices.
- **Check-in:**
 - **Battery Park:** All vendors are required to check in with the Vendor Coordinator before gaining access to your reserved location on Saturday between 7:00-9:30am. Check-in location will be designated in the confirmation letter.
 - **Library:** All vendors are required to check in with the Vendor Coordinator before gaining access to your reserved location on Saturday between 12:00 pm and 1:00 pm. Check-in location will be designated in the confirmation letter.
- **Set-Up: NO Friday evening set-up permitted.**
 - **Battery Park:** Saturday 7:00 a.m. - 9:30 a.m. All Vendors must be setup and vehicles removed by 9:45 a.m. on Saturday. This will be strictly enforced.
 - **Library:** Saturday 10:00 a.m. - 11:00 a.m. All Vendors must be set up and vehicles removed by 11:00 a.m. on Saturday. This will be strictly enforced. Parking information will be sent prior to the event.
- **Parking (Battery Park):** parking information will be sent prior to the event. There will be NO PARKING on Clinton or Harbor Streets, other than for dropping off items during check in hours. Do not plan to park for long periods of time in order to allow all vendors to unload supplies. Parking will be monitored. Any car remaining after 9:45am WILL BE TOWED.
- **Tear Down:**

Battery Park: Vendors may tear down beginning at 5:00 p.m., the day of the event.

 - If you are not staying until after the fireworks, you will be required to leave the park by 6:00 p.m.
 - You will need to cart or haul your booth's materials from the park. Make proper arrangements to do so. NO Vehicles are permitted in the festival area until after the fireworks. NO EXECPTIONS!

- **If you wish to stay through the fireworks, you cannot tear down until after the end of the fireworks (8:00 pm).**

Library: Vendors may tear down beginning at 6:00 PM, the day of the event.

- **Cleanliness:** Vendors are responsible for keeping their area as neat as possible during the day, for placing closed bags of trash at the designated collection points, and for leaving the space as it was found.
- **No alcohol** is permitted at the festival, either in the park/library or on the streets.
- **No Rain Date:** there is no rain date for the parade or other daytime festivities if the event is cancelled due to inclement weather. The fireworks display will be rescheduled for the following evening if weather allows.
- **Large Vehicles:** If you have a large vehicle that requires parking, declare this vehicle and its size in the Special Request Section of this application. There is no designated parking.

Definitions:

Crafter: Individual that creates the merchandise or substantially embellishes the merchandise. Basically, if you don't make it, you are not a crafter - no buy/sell merchants allowed at the craft price or location. Photographers and original artists fall under this category.

Retailer: Individual selling items they did not create or substantially embellish - normally (but not always) purchased at wholesale for resale to the public such as lighted gadgets, sand art, or collectables.

Informational Display Person: Individual passing out free informational brochures, collecting sign-up information for an organization or event, advertising for a business, giving away promotional items – NO SALES OF ANY SORT ARE ALLOWED AT THIS PRICE!

NO Walking Vendors: There will be no walking vendors allowed at the event due to continued issues we have experienced. If you want to participate you will need to submit an application for an assigned space. Glow/light vendors please email for more information.

Delaware City Day App and website: Instructions will be sent with your confirmation email to provide a small photo/logo and a description of your business for inclusion in the Delaware City Day app and on the website.

**DELAWARE CITY DAY | CITY OF DELAWARE CITY
P. O. BOX 4159, 407 CLINTON STREET, DELAWARE CITY DE 19706**

Emails: vendors@delawarecityday.com

www.delawarecityday.com

Saturday, October 5, 2024

Parade kicks off at 12:00 noon * Fireworks at Dusk (7:30pm) * Vendors open until 8:00pm