



Wednesdays 3:00 – 7:00 PM | May – September

N. 12<sup>th</sup> & Northampton Streets, between Paxinosa Elementary School & Cottingham Stadium

## 2024 Community Tent Application

The West Ward Market (WWM) Community Tent is designed to showcase area non-profit 501(c)(3) organizations that contribute to the health and well-being of the Easton area community. The purpose of the Community Tent is to promote the non-profit organization and its community activities. While tickets to special events may be sold at the Community Tent (must be approved prior to sale by WWM Management), it is not intended to be a venue for selling products of any kind. Priority will be given to non-profit organizations whose mission's promote healthy living, the health and welfare of families and children, environmental initiatives, or connects directly to West Ward residents. WWM receives a large volume of requests for the Community Tent and, regretfully, cannot accommodate all requests.

### Community Tent Rules:

**A 10x10 Tent and (1) 6ft Table and four 25-lb tent weights are required. Groups must provide their own tent and table.**

***All organizations must provide certificates of insurance naming the following four entities as ADDITIONALLY INSURED:***

- Greater Easton Development Partnership (325 Northampton St., Easton, PA 18042)
- City of Easton (123 S. Third St., Easton, PA 18042)
- Easton Area School District (1801 Bushkill Drive, Easton, PA 18040)
- West Ward Market (100 N. 12<sup>th</sup> Street, Easton, PA 18042)

- Products cannot be sold including raffle tickets.
- Prize drawings are not permitted.
- Tickets to approved special events may be sold if approved by WWM.
- No distribution of food or beverages, including water bottles.
- Donation jars are permitted.
- No unsupervised children under age 18.
- No music played from the Community Tent.
- Adequate and appropriate signage and/or banners must be posted that clearly identify the organization. Groups arriving without proper signage will not be permitted to set up.

• Table coverings must be used and groups are encouraged to display materials in a tasteful, creative, eye-catching manner. **Activities for children are strongly encouraged.**

***(Priority will be given to organizations offering an interactive experience for market shoppers.)***

- Organizations must abide by WWM vendor rules and be set up promptly by 2:45 pm and remain at the market until 7 pm or close of event.

**To reserve a day in the Community Tent or to check available dates --**

**Call: 610-330-9942 or Email: [Megan@eastonpartnership.org](mailto:Megan@eastonpartnership.org)**

**All Community Tent participants must be approved by the Management of the West Ward Market**



## West Ward Market Community Tent Application

Full Name of your Organization: \_\_\_\_\_

Mission Statement or Organization's Purpose:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Website: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Briefly describe your proposed set-up at the market and any activities in which you plan to engage (children's activities, demonstrations, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date(s) you would like to reserve (maximum of two per season):

\_\_\_\_\_

Signature of Authorized Organization Representative: \_\_\_\_\_

Mail to: West Ward Market, Attn: Megan McBride, 325 Northampton Street Easton, PA 18042

or E-mail to: [megan@eastonpartnership.org](mailto:megan@eastonpartnership.org)