



Saturday October 6th 9:30 am – 5:00 pm
Sunday October 7th 11:00 am – 5:00 pm

Adams-Ricci Community Park, 100 East Penn Drive, Enola PA 17025

Thank you for your interest in the 20th Annual Pennsboro Pumpkin Fest. We are celebrating our 20th year. We invite you to register for our event and help us put on a great show for thousands of visitors from all around the mid-state area. The site of Pumpkin Fest features approximately 250 - 20ft x 20ft lined spaces for your use.

Booth Space rental fees for 2018 are:

- \$300.00 = Commercial Food Vendors
- \$125.00 = Not for Profit Organizations 501 c 3c offering food.
- \$100.00 = Craft Vendors
- \$100.00 = Business Vendors
- \$ 60.00 = Not for Profit Organizations not offering Food.

2018 Vendor Registration opens May 1, 2018. Application forms are included and also available from: www.pennsboropumpkinfest.com . Vendors final application deadline is August 31, 2018. Past Vendors need to submit their application by July 27st to retain your 2017 booth space.

Enclosure 1 of this document provides details for Commercial Food Vendors. Major changes have been made for the 2018 registration. The enclosure also details requirements for Food, Amusement, Entertainment event insurance and display of PA State food service certifications in your booth.

Enclosure 2 of this document provides Rules that apply **to all** vendors during the event.

The Pumpkin Fest committee reserves the right to deny applications for any reason. Please review the all rules (enclosures 1 & 2). Rules have changed this year and apply to all vendors.

Please be sure you submit the appropriate application with payment to the location listed below. Food vendors have additional questions on Enclosure (1) form. Also, Friday setup of trailers and tents is available for a \$ 15.00 fee, payable at registration. Please note the restrictions for Friday in the Enclosures.

**East Pennsboro Township
Recreation
98 S. Enola Drive
Enola PA 17025-2796**

Visit our web site www.pennsboropumpkinfest.com for further information on Pennsboro Pumpkin Fest events, entertainment, booth layout and sponsorship. Questions about the event can be directed to Fair Manager for the March-May 2018 timeframe. Go to the vendor page at www.pennsboropumpkinfest.com to send an email please. If you have questions in June-October 2018, contact the Township Recreation Office email: recreation@eastpennsboro.net Monday through Friday between 8:00 am to 4:00 pm.

Enclosure 1 Special Requirements and Rules apply to *Commercial Food Vendors, Not for Profit Food Vendors, Amusement & Entertainment Vendors*

Our Food Vendor participation program has changed this year. We have suspended the profit percentage rules for 2018. Administering the not-for-profit & food vendors matching program has proved too difficult with the resources we have available this year. While 20% payback is no longer required, food vendors are encouraged to donate to their 2017 not for profit's.

Food Vendor Applications must be received by August 1, 2018

1. Food, Amusement and Entertainment Vendors in this category must provide to East Pennsboro Township Recreation Department a Certificate of Insurance showing at least \$1,000,000 limit of general liability stating that East Pennsboro Township is an additional insured for the period of Friday Oct 5,2018 to Sunday October 7,2018.
2. All food vendors are required to use utensils or wear gloves when handling food at the event. All those handling foods will abide by the East Pennsboro Township food regulations. All food vendors are required to display food establishment permit (state or local) and SERV safe certificate during the event.
3. Use of generators is discouraged. If a generator is necessary they must be muffled, vented, and shielded from the public. The noise level must not exceed 70db. Generator use is restricted to the space assigned. **No truck or car idling is allowed.** Generators may not exhaust fumes into the visitor walkways. Vendors who are observed to have loud generators must attempt to reduce the noise level and exhaust during the event. If unsuccessful, vendors may be asked to move to another edge space away from visitor traffic. Vendors who make no attempt, in the current year, to reduce the noise of the generator, will have their application rejected for the following year.
4. Food Vendors should submit a list of all food items they intend to sell at this event with their registration/payment. All Food vendor's menu items will be reviewed, and duplicate menu items will be limited.
Example: Every vendor loses if there are 20 vendors selling hot dogs, fries or BBQ. Food vendors will be monitored, and action will be taken during the event to insure all vendors comply.
5. Food Vendors who cannot fit their trailer into a 20x20 ft. space will need to purchase an additional space for \$ 100.00. Large trailers may not be parked outside the assigned space or adjacent vendor's spaces. Corridors for visitors must be kept clear during the event.
6. **Do not dump grease or cooking ingredients onto the event field.** Hot oil must be removed from the park by the Food Vendor at the end of the event. Stack vendor waste bags in the blue containers positioned in the corridors. Township personnel will pick up bagged waste from cleanup at the end of the event.

Enclosure 2 General Rules & Regulations Applies to All Vendors—Food Vendors, Crafters, Artists, Businesses, Community Non-Profit Groups and Churches

1. The following are STRICTLY PROHIBITED from being sold, given away or offered. Weapons of any kind including firearms, toy weapons, fireworks, knives, pepper spray, tear gas or striking tools. Also prohibited: obscene materials, body piercing, permanent tattoos, drug related items, gambling, alcoholic beverages, open flames (except for cooking), sale or donation of live animals (except goldfish), or pets of any kind. East Pennsboro Township representatives and the Pumpkin Fest Committee reserve the right to reject any application from any vendor offering unsuitable merchandise. This is a family friendly event. Displaying things unsuitable for viewing by young children is prohibited.
2. Unauthorized motor vehicles are prohibited in the immediate fair area during Pumpkin Fest hours of operation. These vehicles include: golf carts, ATV's, motorcycles and cars or trucks. Skateboards, roller blades and bicycles are also strictly prohibited in the event area.
3. No vendor is granted any type of exclusive rights for item they are selling. All vendors are subject to be limited in what products they may offer.
4. No electrical service is available for use by vendors.
5. Vendors may request a Friday set-up between 4 -7 pm for a additional \$15.00 fee. One fee per vendor regardless of the number of booths you are assigned. You must request this service on your application. You must be able to lock up trailers or booth items. Vendor **merchandise may not be stored in the open overnight**. No merchandise or food items may be sold on Friday.
6. If you do not elect to setup Friday evening, Pumpkin Fest vendors may begin set up on Saturday after 6:30 am. Vendors must be ready to open for business by 9:30 am on Saturday and 11:00 am on Sunday. Vehicles must be removed from the aisles by 9:00 am Saturday and 10:30 am Sundays. All displays must be removed from the park by 8:00 pm on Sunday. The Township Police Department will have a patrol vehicle on the premises October 5th and 6th starting at 8:00 pm and until 8:00 am. East Pennsboro Township, Township Staff and Pumpkin Fest Committee volunteers assume no liability or responsibility for merchandise lost, stolen or damaged. In the event you cancel your participation during the week of the event, no refund will be given.
7. ABSOLUTELY NO REMOVAL OF BOOTH DISPLAYS BEFORE 5 pm on Saturday and Sunday. If you have any questions regarding teardown time, call the Recreation Department prior to the event at 717-732-0711 opt 3 before 12 noon Friday Oct 5, 2018. Professional looking signs placed within the booth itself are permitted. Advertising within the park outside your booth via signs, leaflets or handouts, are not permitted.
8. All vendors offering prize baskets, raffles, drawings and various other giveaways must choose a winner and attempt to present the prize or gift by closing, 5:00 pm on the Sunday of Pumpkin Fest. Vendors are subject to PA law Act 92 of 2013 for registering their intent to conduct a drawing or raffle under the Small Games of Chance rules. Gambling games of chance are not permitted.

9. Each vendor will receive one (1) parking permit for a vehicle during Pumpkin Fest. This allows you to park in the designated Vendor Parking area behind the entertainment stage. Also, you may park your vehicle within your 20x20 space as well – no permit needed. Additional parking is available throughout the park.
10. Unloading of equipment or moving equipment to your booth shall be the responsibility of the vendor. Do not block the area or aisles with your vehicle. Pumpkin Fest Committee volunteers or park personnel will not be permitted to assist.
11. Township park rules and regulations are posted at the park entrances as well as the East Pennsboro Township website (www.eastpennsboro.net). The basic rules must be obeyed during this event. EXCEPTION TO PARK RULES DURING PUMPKINFEST: Dogs and domesticated animals are prohibited on Adams Ricci Community Park Fields A, B, C, D, T and #3 (the immediate fair area) during Pumpkin Fest hours of Saturday 8 am– 5 pm and Sunday 10 am – 5 pm. Vendors are not allowed to have dogs or other pets in their booth space.
12. Vendors who offer educational, political, religious and/or promotional material to the public may not attempt to force any member of the public to accept the material. Volunteers, workers and booth owners are confined to the area within their assigned space and may not canvass the park. Promotional material and exhibits are limited to the lined vendor space. Vendors may not place educational, promotional, political or religious material on parked cars during Pumpkin Fest.
13. Vendors may not interfere with the public's enjoyment of the Pumpkin Fest. The event director will request the individual(s) to leave the site immediately. If the individual(s) refuse to leave, local authorities will be contacted to assist in removing the individual(s) from the event site. Vendor wishing to report incidents should go the Police Booth (if appropriate) or the Information Booth.
14. Should you require confirmation about payment processing, please enclose a self-addressed stamped envelope with your payment. Your assigned vendor booth number and vendor parking permit for 1 vehicle will be mailed 2 weeks prior to date of event. Vendors who do not follow the above rules and regulations will not be invited back.
15. Vendors using tents must supply weights or rope anchors to ensure stability in high winds during the show. Additional information about securing tents see: www.pennsboropumpkinfest.com
16. No spaces can be subleased or given away to any other person or group. Encroachment on spaces not assigned to you is not permitted.

PUMPKIN FEST VENDOR APPLICATION
Detach & Return TO East Pennsboro Township
All Vendors (except Food)

VENDOR NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

CONTACT PERSON: _____

PHONE: _____ MAIL: _____

Please fill in the email address carefully

Provide past booth number(s). There is no guarantee to provide that space. _____

Do you have a generator for your booth: (please check one) ___ Yes ___ No

Request Friday set-up? Please \$15.00 payment at registration. ___ Yes ___ No

LIST ALL ITEMS FOR SALE (please be specific or application will not be approved):

Arts, Crafts, Businesses and Community Groups= \$ 100.00 per booth

Not for Profit vendors (501 c 3) = \$ 60.00 per booth

NUMBER OF 20 x 20 FT SPACE(S): _____

Add FRIDAY SETUP FEE: \$15.00

AMOUNT ENCLOSED: _____

Checks payable: East Pennsboro Township

By my signature, I certify that _____ and its representative(s) agree to abide by the rules and regulations developed by the Pumpkin Fest Committee as outlined above. Failure to comply with these general rules and provisions can result in your group(s) immediate expulsion from the event with no refund. Vendor agrees to indemnify, defend and hold harmless, East Pennsboro Pumpkin Fest and East Pennsboro Township Commissioners, volunteers, staff and residents from any liability including personal injury or death, any losses due to weather, lack of business or any other reason that results from Vendors operation at the Pennsboro Pumpkin Fest set forth above.

Space rental fee must accompany the signed contract.

Signature of Vendor/Owner

Date

PUMPKIN FEST VENDOR APPLICATION

Detach & Return to East Pennsboro Township with your payment

Food Vendors

ORGANIZATION NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

CONTACT PERSON: _____

PHONE: _____ EMAIL: _____

Please fill in the email address carefully

Provide past booth number(s). There is no guarantee to provide that space. _____

Do you have a generator for your booth? _____ Yes _____ No

Requesting Friday set-up? _____ Yes _____ No

Do you have a current Food Establishment Permit (State/local agency)? _____ Yes _____ No

Do you have a Food Safety Certification recognized by ANSI, such as Serv safe? _____ Yes _____ No

Do you have current liability insurance policy, covering your food stand? _____ Yes _____ No

Please send a copy with your application.

List or attach complete food menu (please be specific or application will not be approved):

NUMBER OF 20 x 20 FT SPACE(S): _____

AMOUNT: \$300.00 per Commercial Food Vendor,

\$100.00 for each additional booth.

\$125.00 for Not for Profit organization providing food

Friday setup fee: \$15.00 1 fee per vendor regardless of the number of booths requested.

Checks payable: East Pennsboro Township

By my signature, I certify that _____ and its

representative(s) agree to abide by the rules and regulations developed by the Pumpkin Fest Committee as outlined above. My Business or Organization has the required insurance coverage specified in Enclosure 1. Failure to comply with these general rules and provisions can result in your group(s) immediate expulsion from the event with no refund. The Vendor agrees to indemnify, defend and hold harmless, East Pennsboro Pumpkin Fest and East Pennsboro Township Commissioners, volunteers, staff and residents from any liability including personal injury or death, any losses due to weather, lack of business or any other reason that results from Vendors operation at the Pennsboro Pumpkin Fest set forth above.

Space rental fee must accompany the signed contract.

Signature of Organization Representative

Date