

Pennsboro

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

Pumpkin Fest

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

2017

Sunday October 8th 11:00 am – 5:00 pm

**2001 STATE AWARD FOR "EXCELLENCE IN PROGRAMMING"
BY THE PENNSYLVANIA RECREATION AND PARK SOCIETY**

Thank you for your interest in the 18th Annual Pumpkin Fest.

Booth Space fees for 2017 are:

\$250.00 = Commercial Food Vendors (must be linked with a East Pennsboro Township Organization & donating 20% gross sales to that organization)

\$110.00 = Not for Profit Organizations offering Food.

\$ 85.00 = Arts and Crafts Vendors

\$ 85.00 = Business Vendors

\$ 60.00 = Not for Profit Organizations not offering Food.

2017 **Vendor Registration** opens April 14, 2017. Application form is available from: www.pennsboropumpkinfest.com . **Vendors** final application deadline is September 4, 2017. **Past Vendors** need to submit their application by July 31st to guarantee their space

Enclosure 1 of this document provides details for the Commercial Food Vendor. It includes directions how to link to a community organization and rules for serving food at Pumpkin Fest. It also details requirements for Food, Amusement and Entertainment event insurance.

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 (enclosure 1 & 2). Rules have changed this year and apply to all vendors and volunteers at Pumpkin Fest.

Please be sure you submit the appropriate application with payment to the location listed below. (Food Vendors will be indicated at the top of the application & at the payment area you will notice designated fees listed there).

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

Visit our web site www.pennsboropumpkinfest.com for further information on PumpkinFest events, entertainment, booth layout and sponsorship. If you have questions, contact the Township Recreation Office (717) 732-0711 opt 3 or email to 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 mandatory Food Vendor participation program consists of the non-profit organization completing their food vendor application with the Pumpkin Fest Committee and paying the \$250.00 booth fee. They then will, by written contract, commit to a participating Commercial Food Vendor who will set up operations in the prepaid booth. The Commercial Food Vendor is offered menu rights during Pumpkin Fest in order to avoid duplicate food offerings by multiple vendors; creating greater profits for the vendor. In return the Commercial Vendor will donate 20% of gross sales made during Pumpkin Fest back to the sponsoring non-profit organization. The commercial food vendor will also be required to display the name of the partnered non-profit organization. Pumpkin Fest proceeds will be donated to them. This sign will be provided by the non-profit group

If you elect not to participate in the program, your application will be denied. All food vendors are required to participate in the program. You can be linked to the Pumpkin Fest Committee to contract the 20% of gross sales if there is no community organization partner. A minimum amount of \$250.00 will be collected when partnered with the Pumpkin Fest Committee. We are encouraging the participation in this

program to provide increased profits for all organizations involved.

Food Vendor Applications must be received by July 7, 2017

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 6,2017 to Sun October 8, 2017.
2. All food vendors are required to use utensils or wear gloves when handling food at the festival. All those handling foods will abide by the East Pennsboro Food regulations. All food vendors are required to display food establishment permit (state or local) and servsafe certificate during the event. **DO NOT DUMP GREASE OR COOKING INGREDIENTS ONTO THE FIELD.**
3. Use of generators is discouraged. If a generator is necessary it must be muffled, vented, and shielded from the public. The noise level must not exceed 70 DB, and will be measured. Generator use is restricted to the event organizers approved area. **No truck or car idling is allowed**, even if it's to power a generator. The exhaust created is too dangerous. Vendors who were reported to have loud generators will not be guaranteed their same booth space in subsequent years. 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. 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 or BBQ. Food vendors will be monitored closely and action may 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 \$ 85.00.

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, string spray, drug related items, gambling, alcoholic beverages, open flames (except for cooking), sale or donation of live animals (except goldfish), or pets of any kind.
2. East Pennsboro Township representatives and the Pumpkin Fest Committee reserves the right to reject any application from any vendor offering unsuitable merchandise (items promoting the use of alcohol, illegal drugs, firearms, etc. Displaying things unsuitable for viewing of young children. We are also not allowing "flea market" type displays of second hand items.
3. 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. In the event, you cancel your participation during the week of the event, no refund will be given.
4. 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.
5. No electrical service will be provided.
6. Vendors may request a Friday set-up between 4 -7 pm for a \$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** within your booth space. No merchandise or food items may be sold on Friday.
7. 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 10:00 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 6th and 7th 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.
8. 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 6, 2017. Professional looking signs placed within the booth itself are permitted. Advertising within the park via signs, leaflets or handouts, outside your booth, is not permitted.

9. 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. Games of skill are allowed, if properly registered.
10. 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.
11. No spaces can be subleased and/or given away to any other person or group. Encroachment on spaces not assigned to you is not permitted and is subject to an additional fee for that space. The Pumpkin Fest Committee is not responsible to accommodate oversized trailers or vehicles.
12. 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.
13. 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 WILL NOT be allowed to have dogs or other pets in their booth space.
14. 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 owners are confined to the area within their assigned space and may not canvass the park. Promotional material and exhibits are limited to within the lined vendor space. Vendors may not place educational, promotional, political or religious material on parked cars during Pumpkin Fest.
15. Vendors may not interfere with the public's enjoyment of the Pumpkin Fest. The event Director shall request the individual(s) to leave the site immediately. If the individual(s) refuses 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.
16. Should you require confirmation of payment, 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 obey the above rules and regulations will not be invited back.
17. 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

PUMPKIN FEST VENDOR APPLICATION
PLEASE DETACH & RETURN TO TOWNSHIP BUILDING
All Vendors (except Food)

VENDOR 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: (please check one) ___ Yes ___ No

Request Friday set-up? ___ Yes ___ No

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

Arts, Crafts, Businesses and Community Groups= \$ 85.00 per booth

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

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

Add FRIDAY SETUP FEE: \$15.00, if requested by the vendor. 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
PLEASE DETACH & RETURN TO TOWNSHIP BUILDING **Food**
Vendors – Sponsoring Community Groups

ORGANIZATION NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

CONTACT PERSON: _____

PHONE: _____ EMAIL: _____

Please fill in the email address carefully

FOOD VENDOR CONTRACTED WITH: _____

FOOD VENDOR CONTACT PERSON: _____

FOOD VENDOR PHONE & EMAIL: _____

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 Servsafe? _____ Yes _____ No

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

Please have a copy sent with your

application.

LIST COMPLETE FOOD MENU FOR VENDOR (please be specific or application will not be approved):

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

AMOUNT: \$250.00 per commercial & organization partnership or \$110.00 for Not for Profit organization providing food

FRIDAY SETUP FEE: 15.00, Must be included if requested by the vendor above.

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