

FOOD VENDOR APPLICATION



Stony Ridge Fall Festival

Saturday, September 21, 2019

11:00 AM to 6:00 PM

VENUE: Stony Ridge Park, 50 Bernheisel Bridge Road, Carlisle, PA 17015

Join in the fun and become a sweet vendor!

Each year, vendors provide candy for kids at the event. It's not only a fun activity for kids, but it's a great way to promote traffic to your booth. Our volunteers will offer bags to children at the entrance of the park and give them instructions on looking for the candy corn sign. If you are participating as a sweet vendor, please provide fall-themed candy or prizes. In order to receive a candy corn sign, you must check this box on your vendor application entitled "SWEET VENDOR." We do not provide string to hang the sign.

Instructions for Sweet Vendors:

- Provide candy or small prizes for the kids
Item should be pre-wrapped
- We gave away 500 bags at last year's event!
- Make sure the sign is visible and at a height the kids can see it
- Signs are distributed once you arrive
- If you run out of goodies, simply pull down the candy corn sign

DON'T FORGET TO CHECK THE BOX ON THE APPLICATION!

Sign Me Up To Be A Sweet Vendor!



NOTE: There is not a rain date, please read the cancellation policy in the rules and regulations

APPLICATIONS ARE DUE ON SEPTEMBER 9, 2019:

MAIL: Silver Spring Township, 8 Flowers Drive, Mechanicsburg PA 17050

EMAIL: parkinfo@sstwp.org

FAX: (717) 766-1696



FOOD VENDOR APPLICATION

Application Deadline: September 9, 2019

This application is for vendors selling food and/or beverage. ALL applications must include payment for consideration. Applications are approved on a first-come, first-served basis and there is no guarantee of space. We may accept the first consultant to submit an application and payment. This pertains to organizations having more than one consultant.

VENDOR INFORMATION

BUSINESS NAME: _____

PRIMARY CONTACT: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

EMAIL: _____ PHONE: _____

New Applicant Returning Vendor

SELECT A TYPE	VENDOR FEE	# OF SPACES (20' x 20')	AMOUNT DUE
<input type="checkbox"/> Food/Beverage (for-profit)	\$70/space	_____	DUE: \$ _____
<input type="checkbox"/> Food/Beverage (non-profit) Non-Profit ID # _____	\$35/space	_____	DUE: \$ _____
<input type="checkbox"/> Additional Space (non-profit)	\$25/additional	_____	DUE: \$ _____
	TOTAL SPACES:	_____	TOTAL DUE: \$ _____

GENERATORS

You may bring your own generator, which is subject to inspection by Township staff. **Electric is not provided.**

OF GENERATORS I AM BRINGING: _____ SIZE: _____

SWEET VENDORS

Check this box to participate as a "**Sweet Vendor.**" Details are provided on the cover page.

RULES & REGULATIONS

I have read and understand the Special Event Rules & Regulations

APPLICATION PROCESS

Please allow several days for your application to be reviewed by the Parks & Recreation Department. A response is only provided if there are questions about your application, or if it has been denied. We accept the first consultant for particular agencies, in order to avoid duplication and competitive sales.

VEHICLES AT YOUR SPACE

Some spaces cannot accommodate a vehicle in addition to your space. **This request is not a guarantee.** Please note if your trailer is too large for the space provided, you may be required to purchase an additional vendor space.

Check here if you'd like to have your vehicle at your space

If you are bringing a food trailer to sell food out of, please provide a picture so we can see where the window is on the trailer.

VENDOR ASSIGNMENTS & INSTRUCTIONS

A map will be emailed to vendors the week of the event. If you do not receive an email prior to the event, please call the Recreation Office at (717) 766-1657 or email parkinfo@sstwp.org. Volunteers will assist in directing you to your space.

LIABILITY INSURANCE

Applicants must provide proof of general liability insurance providing coverage against any and all claims arising directly or indirectly from the services provided by the user group. Coverage must include food, beverage, product, operations, and general liability. Such insurance policies shall provide limits of not less than One Million Dollars (\$1,000,000) per occurrence and shall be maintained in effect on the day of the event. Silver Spring Township shall be named as additional insured and certificate holder on the policies. A copy of the certificate must be provided to The Parks and Recreation Department by October 15th, 2018

SUBMIT THE FOLLOWING:

The items listed below must be submitted in order to complete the application process.

- Vendor Fee and Application** (Checks payable to Silver Spring Township)
- Certificate of Insurance** (Listing Silver Spring Township as additional insured)
- Menu with Prices**

SEND TO: Silver Spring Township
8 Flowers Drive
Mechanicsburg, PA 17050

CANCELLATION POLICY: OCTOBER 15th IS THE LAST DAY YOU MAY CANCEL YOUR RESERVATION AND RECEIVE A FULL REFUND. AFTER OCTOBER 15th, YOU WILL NOT BE REFUNDED FOR YOUR RESERVATION. ALL REFUND REQUESTS MUST BE MADE IN WRITING WITH THE REASON FOR THE CANCELLATION. NO REFUNDS ARE AVAILABLE FOR EVENT CANCELLATIONS OR POSTPONEMENTS. ALL FUNDS ARE COMMITTED TO THE PRODUCTION, PROMOTION, AND ADVERTISING FOR THE FESTIVAL.

HOLD HARMLESS AGREEMENT

The Silver Spring Township Parks and Recreation Department has explained the format of the event and I understand and accept the expectations, as outlined. I agree to abide by the event procedures, policies, rules, regulations, and financial commitments, as previously defined. I am aware that this is an outdoor event, planned and prepared for the general public, to be located in a Township park. The Township will make every effort to provide a safe, clean environment for the event but cannot insure against unforeseen weather conditions, incidents and/or accidents. I shall defend, hold harmless and indemnify the Township of Silver Spring, against all expenses, liabilities and claims of every kind, including reasonable counsel fees, presented by or on behalf of or any person or entity (including, but not limited to the organization, its members, participants, spectators and other third parties) arising out of the negligence, reckless or intentional conduct of the vendor conducted on or around the premises to which this agreement pertains. I have read, understand, and do accept the guidelines established by Silver Spring Township. I further understand that Silver Spring Township has the right to make final interpretation of all guidelines. By signing below, you acknowledge and accept the above Hold Harmless Agreement.

*SIGNATURE OF APPLICANT

TODAY'S DATE

***Applications must be signed for consideration.**

SEE NEXT PAGE FOR EVENT RULES AND REGULATIONS

THIS SECTION IS FOR OFFICE USE ONLY

Application was received on: _____, 2019

Amount Paid: _____ Type of Payment: _____ Check #: _____

Application Approved Application Denied

Liability Insurance Menu

Silver Spring Township Festival Rules & Regulations

1. **CANCELLATION POLICY:** October 15th is the last day you may cancel your reservation and receive a full refund. After October 15th, you will not be refunded for your reservation. All refund requests must be made in writing with the reason that you are requesting a refund. No refunds are available for event cancellations or postponements. All funds are committed to the production, promotion, and advertising for the Festival.
2. Silver Spring Township reserves the right to deny any application(s), for any reason.
3. Vendors must set-up between 7:30 am and 10:00 am. The event will begin promptly at 11:00 am. You will receive your arrival time the week prior to the event. Vendors must setup in their assigned spot.
4. Vendors are prohibited from dismantling their space any earlier than 4:00 pm.
5. ALL food vendors must bring their own fire extinguisher for the event. A township staff member will be around to inspect.
6. Vendors must provide their own tents, canopies, tables, chairs and/or anchors.
7. Electric is not provided. If you bring a generator, you MUST provide this information on the vendor application. Generators must be located away from the public, roped-off and anchored to the ground.
8. Vendors will be assigned a number that corresponds with a map. Volunteers are available to help direct you to your space. Please have a copy of the map with you on the day of the event.
9. If a vendor would like to set-up the day before, a special request must be made to parkinfo@sstwp.org.
10. Vendors may not stay in the park overnight or sell items until the event begins.
11. **Warning: Stony Ridge Park is very windy.** All tents/canopies must be anchored and secured to the ground. It is extremely important that you follow these instructions. Suggested anchors: cinder blocks, post anchors, and/or heavy-duty stakes. Make sure they are visible to prevent tripping. All tents will be inspected by Township staff.
12. Do not block or park in front of any space other than your own, when unloading.
13. Vehicles are prohibited from traveling on the festival grounds during the event.
14. The front side of your booth must face the flow of foot traffic. Allow space to exit in the event of an emergency.
15. Silver Spring Township reserves the right to accept, reject, relocate or dismiss any participant or selling activity at their sole discretion.
16. Encroachment on spaces not assigned to you, is prohibited. Do NOT attempt to take any open space you see.
17. No exhibitor may sell their assigned space to another. If there is more than one vendor in a space, each vendor is required to split the fee and share the size of the space. Each person is responsible for additional fees associated with the space and must fill out a separate application. These requests must be approved by Silver Spring Township.
18. At least one representative must be present at your space, at all times.
19. Vendors shall not discharge any products, waste, materials, etc. onto park grounds. Remove trash and recyclables in and around your space. *We encourage you to increase recycling efforts. Please dispose of all waste appropriately.*
20. Vendors shall not force or pressure any member of the public to accept their material(s) or services. Promotional materials and exhibits must be displayed only at your permitted vendor space. Do not solicit information throughout the park or place anything on the vehicles parked in and around the park.
21. Unloading of equipment/moving equipment to your vendor space must be the sole responsibility of the vendor.
22. NO person shall possess, consume or sell the following: Alcohol, illegal and/or prescription drugs, fireworks, knives, num chucks, obscene materials, string spray, permanent tattoos, body piercings, bikes and weapons of any kind, including toy weapons.

