

# Food Vendor Application

The 2<sup>nd</sup> Annual Richland Community Days Committee invites you to participate as a food vendor in this important event at the corner of School House Rd. and Theatre Dr. the weekend of August 14<sup>th</sup> and 15<sup>th</sup>, 2009.

The Richland Community Days Food Committee and the individual/organization named below agree that subject to the terms and conditions of this Agreement, Vendor shall sell only the products specified and approved by the food committee.

**Event Dates:** August 14<sup>th</sup> and 15<sup>th</sup>, 2009.

**Location:** The corner of Theatre Drive and Schoolhouse Road in Richland  
(in front of the Municipal Building)

**Hours of operation:** 4 pm - Midnight on August 14<sup>th</sup>  
11 am – Midnight on August 15<sup>th</sup>

**Set-up Time:** 10:00 am on August 14<sup>h</sup>.

**Application deadline:** June 1st, 2009. We reserve the right to limit the number of food vendors with similar food items.

- Cost: \$300 for all new food vendors
- \$250 for vendors who participated in 2008. Vendors must use their own booths or tents.
- Each Vendor is to have 2 exclusive food items-vendors from last year get first pick on which 2 exclusive items they would like to do. Beverages are not eligible.
- Vendors are required to furnish a 5lb fire extinguisher and grease mat.
- Booth locations will be allotted on a first come first serve basis. Payment must be mailed in with application.
- Two like vendors will not be placed next to each other.
- A list of all foods being served by vendor must be listed on application and cannot be changed after application and fee has been received.
- A sign with your complete menu and prices **MUST** be displayed prominently and cannot be placed out over the area where visitors walk.

- We will provide garbage disposal. Vendors are required to place their garbage in the appropriate location located on the festival grounds (location to be determined).
- Booth fees are non-refundable.

Upon application approval we will provide:

1. 10' x 20' space
2. Grease disposal
3. Garbage disposal
4. Space in a refrigerator truck
5. Electricity

#### Other Requirements:

1. PENNSYLVANIA STATE FOOD EMPLOYEE CERTIFICATE  
One person from your operation must hold a valid Pennsylvania Department of Agriculture Food Certification. There is no need for any kind of license. Only events that are 3 days or longer require licenses. Vendors should follow guidelines listed on web site. Vendor must check web site:  
<http://www.agriculture.state.pa.us/agriculture/foodsafetyfiles/temporary>
2. Mercantile Tax Registration Form  
All vendors located in Richland Twp. are already covered for their mercantile taxes. Normally, a business from outside the twp would need a transient merchant license, however, because this is a twp-sponsored event this stipulation will be waived.
3. Vendors participating in this event will need to provide a Certificate of Insurance, which names the Richland Community Days event as a named insured for the festivals weekend. We require specific minimum limits: \$500,000 per person and \$1 million in the aggregate. This will insure that all food Vendors are adequately insured against liability claims that may arise from their participation in this type of event. Information must be included with your application. It is suggested that you:
  1. Call the insurance agent who handles your property and/or liability coverage.
  2. Ask your agent if your Festival participation is already covered under the terms of your policy.  
If it is already covered, your agent may be able to send a Certificate of Insurance to you at no additional charge. Simply ask to have Richland Community Days added as an "additional insured" for the dates of August 14 through August 15, 2009.  
If your Festival participation is not presently covered, ask that a rider be added to your current policy with Richland Community Days as a named insured. Adding a rider to your current policy will be significantly cheaper than a new policy.

## FOOD VENDOR APPLICATION

1. Individual/Organization Name: \_\_\_\_\_

2. Size of booth:  
10' x 20' maximum size \_\_\_\_\_

Total Amount Enclosed \_\_\_\_\_

3. Contract Person: \_\_\_\_\_

4. Address: \_\_\_\_\_

5. Telephone: \_\_\_\_\_

6. Fax: \_\_\_\_\_

7. E-mail Address: \_\_\_\_\_

Please list and describe all products you wish to sell at Richland Community Days and their prices. (include beverages)

\*You may attach your menu/separate sheet of paper if you would like.

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

## ELECTRICAL REQUIREMENTS

Electrical needs include appliances & lights. List All	How many 110's	Amps drawn	How many 220's	Amps drawn
EXAMPLE: Roaster	1	15	-	-
EXAMPLE: Fryer	-	-	1	30

1. USE OF OPEN FLAME     YES     NO
2. USE OF PROPANE       YES     NO

**REFRIGERATION STORAGE:**

A refrigerated truck will be provided by Richland Community Days for storage of food. Indicate below the amount of space you will need. Please note that space is limited and allocated on a first come first serve basis. The sponsor is not liable for items stored in the truck.

Half pallet                      Whole pallet

Refrigerator                      \_\_\_\_\_                      \_\_\_\_\_

**Termination**

**Sponsors reserve the absolute right to terminate this agreement in the event the Vendor sells or attempts to sell any products or service other than those specified in Article 1. In the event that the Sponsor terminates this agreement pursuant to this paragraph, vendor shall immediately cease any activities at Richland Community Days and remove all equipment, personnel and other property from the area and forfeit any fees paid to sponsor here under.**

**Vendor Signature** \_\_\_\_\_                      **Date** \_\_\_\_\_

In consideration of permission to sell food and/or beverages during Richland Community Days, \_\_\_\_\_ (hereinafter "Vendor"), agrees to release, discharge and hold harmless: The Township of Richland, its officers, directors and employees, East Hills Recreation Commission, its officers, directors and employees, Richland Township Fire Department, its officers, directors, employees and volunteers, Richland Community Days volunteers from any liability of any nature whatsoever, civil or otherwise, in law or in equity, arising from Vendor's use of premises for sale of food and/or beverages during Richland Community Days. Vendor also agrees to indemnify and hold harmless the aforementioned for any liability it may have to third parties as a result of their conduct and/or use of the premises. Vendor understands that this release and indemnity are conditions precedent to their sale of food and/or beverages and use of the premises designated for Richland Community Days.

Date: \_\_\_\_\_

X \_\_\_\_\_

Please return the attached application and payment by **June 1<sup>st</sup> 2009** to:

Somerset Trust Co.  
Attn: Anthony Rizzo  
1416 Scalp Ave., Johnstown, Pa 15904