



# FOOD VENDOR APPLICATION

We are proud to present Downingtown FallFest 2018 which will be held on **Sunday September 30, 2018**. This street festival will be held on **Green Street and E. Pennsylvania Avenue** from **11:00 a.m. to 4:00 p.m.** (rain or shine).

Downingtown FallFest is a Downingtown-Thorndale Regional Chamber of Commerce event in partnership with Victory Brewing Company and the Borough of Downingtown. Last year we had a record number of vendors and a nice crowd on a very hot day! 2018 is our 9<sup>th</sup> Annual FallFest and promises to be our best yet!

**For the second year now, we have early and late registration fees. Submit your application and payment by August 1st to receive the early payment discount. Fees increase after August 1<sup>st</sup>.**

We'd like visitors to the Downingtown FallFest to experience a variety of foods, so we request that you list what foods you will be serving on the enclosed application. We would like to not duplicate featured items, so please list your items. **IF MENU ITEMS ARE NOT LISTED ON THE APPLICATION, YOU WILL BE PLACED ON THE WAIT-LIST UNTIL WE RECEIVE YOUR MENU ITEMS.** (See Requirements & Responsibilities page for more details.) As a community event, we encourage you to feature locally sourced items.

Thank you for applying to be a food vendor at 2018 Downingtown FallFest. We are excited to bring this event to the community and look forward to showcasing local crafts, restaurants and businesses from our region. Please read through the directions below to submit your application to the Downingtown-Thorndale Regional Chamber of Commerce. **Should you have any questions, call the Chamber office at 610-269-1523 or [splaugher@dtccc.com](mailto:splaugher@dtccc.com).**

## DIRECTIONS TO APPLY AS A FOOD VENDOR AT 2018 DOWNINGTOWN FALLFEST:

1. Complete the application page with all of your information for this event.
2. Write checks according to the following rules:
  - a. Write a **SEPARATE** check for your space fee (see page 3). You may include an additional space fee and/or table rental fee with this check, payable to the Downingtown-Thorndale Regional Chamber of Commerce (DTRCC).
  - b. Write a **SEPARATE** \$50.00 Security Clean-Up deposit check for this event, payable to Downingtown-Thorndale Regional Chamber of Commerce (DTRCC). Note: Upon inspection at the end of the event, if your space is deemed clean, your check will be returned.
3. Insurance Certificate providing proof of liability insurance in the amount of \$1,000,000 per occurrence/\$2,000,000 aggregate, naming Downingtown-Thorndale Regional Chamber of Commerce as additional insured, must be submitted with your application.

## DOWNINGTOWN FALLFEST FOOD VENDOR APPLICATION

4. In order to participate, it is your responsibility to secure the proper licensing from the Chester County Health Department and provide a copy to the Chamber of Commerce no later than **September 14th**.

5. Submitting an application does not guarantee your participation in Downingtown FallFest. The Chamber of Commerce will review your application and make notification if you are selected to participate in FallFest. **Chamber members and sponsors receive priority review and booth placement.** Consider joining the Downingtown-Thorndale Regional Chamber of Commerce at [www.dtrcc.com](http://www.dtrcc.com).

6. Menu Items Required.

### **CONTACT INFORMATION**

**Business Name:**

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**Contact Name:**

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**Address:**

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**City/State/Zip:**

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**Phone: Day:**  \_\_\_\_\_ **Cell:**  \_\_\_\_\_

*\*Please check which phone number will be best to contact you on the day of the event.*

**Email:**

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**Website:**

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### **INFORMATION ABOUT YOUR FOOD**

**Description of food to be sold:** (No glass bottled beverages are allowed.):

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# DOWNINGTOWN FALLFEST FOOD VENDOR APPLICATION

## PAYMENT INFORMATION

VENDOR SPACE (10' X 10') FEE	<i>(if paid by August 1<sup>st</sup>)</i>	\$200.00	\$ _____
VENDOR SPACE (10' x 10') FEE	<i>(after August 1<sup>st</sup>)</i>	\$250.00	\$ _____
SECOND VENDOR SPACE	<i>(If paid by August 1<sup>st</sup>)</i>	\$175.00	\$ _____
SECOND VENDOR SPACE	<i>(after August 1<sup>st</sup>)</i>	\$225.00	\$ _____
TRUCK/TRAILER SPACE	<i>(if paid by August 1<sup>st</sup>)</i>	\$300.00	\$ _____
TRUCK/TRAILER SPACE	<i>(after August 1<sup>st</sup>)</i>	\$350.00	\$ _____

Measurements \_\_\_\_\_  
(Bumper to bumper)

Serving Window: Left Side or Right Side

CLEANING SECURITY DEPOSIT \$ 50.00 \$ \_\_\_\_\_  
(Separate Check Required)

## **EQUIPMENT RENTAL** (Optional)

TABLE RENTAL (8') Quantity \_\_\_\_ X \$ 10.00 \$ \_\_\_\_\_

**Make checks payable to: *Downingtown-Thorndale Regional Chamber of Commerce (DTRCC)***  
*(Memo: Downingtown FallFest)*

**Mail application, fee, and insurance certificate to:**

Downingtown FallFest  
Downingtown-Thorndale Regional Chamber of Commerce  
216 E. Lancaster Avenue  
Downingtown, PA. 19335

**APPLICATION DEADLINE IS SEPTEMBER 7<sup>th</sup>, 2018**

# DOWNINGTOWN FALLFEST FOOD VENDOR APPLICATION

## FOOD VENDOR REQUIREMENTS & RESPONSIBILITIES

### PLEASE KEEP THIS PAGE FOR YOUR REFERENCE

- Submitting an application does not guarantee your participation in Downingtown FallFest.
- Food vendor applications will be accepted on a first come, first served basis as well as by your featured food items. **If menu items are not on the application, you will be placed on the wait-list until we receive your menu.** You may be contacted by the Chamber of Commerce for clarification or to discuss your food entries. Upon acceptance, your registration check will be deposited. The registration fee is non-refundable. You will be notified via e-mail on the status of your registration.
- You are responsible for bringing your ENTIRE booth set up including generators, tents, tables, chairs, wash stations, trash receptacles, trash bags, etc. You will also need to bring proper containers for disposing of fryer oil (if using), and take the oil with you at the conclusion of FallFest. If you do not have tables of your own, the Chamber will have tables available for you to rent (see page 3).
- Electricity is not available. You will need to bring a generator if your booth requires electric power. Respecting your vendor neighbor, generators should have noise suppression.
- One booth space is approx. 10' x 10'. A second booth can be purchased for a discounted fee. A truck/trailer space fee is listed for vendors requiring more space than the standard booth space. **Early and late registration fees apply. Submit your application and payment by August 1st to receive the early payment discount. Fees increase after August 1<sup>st</sup>.**
- Note that vendor booth placement is at the discretion of the Chamber of Commerce. **New for this year, food vendors will be grouped together in a "food court".**
- No amplified sound may be permitted in your booth space.
- You are responsible for obtaining your own temporary food facility license from the Chester County Health Department. Please pay the license fee directly to the Health Department. The application fee paid to the Chamber of Commerce for FallFest, does not include the food license.
- Your booth must follow all Health Department regulations and display your food license at the day of the event. The Chester County Health Department is expected to attend and inspect all Food Vendor booths.
- For questions about licensing contact the Chester County Health Department at 610-344-6689, or visit the County website at [www.chesco.org](http://www.chesco.org).
- You are responsible to clean up your area. If after inspection at the end of the event, your space is deemed unclean, you will forfeit the \$50 Cleaning Security Deposit. If as we expect, your area is clean, your check will be returned.

## DOWNTOWN FALLFEST FOOD VENDOR APPLICATION

- Setup/breakdown procedures will be e-mailed to you within one week prior to the event.
- If your application is incomplete, it will be mailed back to you and could result in you not participating in DOWNTOWN FALLFEST.
- Please do not sell anything at your booth that is not listed on your application. All foods are subject to review by the Chamber of Commerce and may be ineligible due to duplication of product. It is our goal to showcase a variety of foods to visitors. You will be contacted to confirm your participation and your list of foods that you will be serving.
- You are expected to remain at the event until the end at 4pm, and follow the proper breakdown procedures. If you must leave the event early, please make prior arrangements with organizers. If an emergency arises on the day of the event and you must leave early, please find an event volunteer to assist you in leaving your area safely.
- Food Vendor booths must comply with Safety Regulations, including weights as stipulated by the Borough of DOWNTOWN Code Enforcement Department. The regulations will be posted at [www.downtownfallfest.com](http://www.downtownfallfest.com).
- DOWNTOWN FALLFEST will be held on **Sunday, September 30, 2018**, RAIN or SHINE. There are NO REFUNDS unless DOWNTOWN FALLFEST organizers cancel the event. *In the event of extreme hazardous weather, FallFest could be postponed until the following weekend (October 7<sup>th</sup>).*
- The undersigned agrees to comply with DOWNTOWN FALLFEST Rules and Regulations. Noncompliance will result in your removal from the event with no refund. The undersigned further certifies that he/she is the responsible party submitting this application and that he/she is authorized to 1) execute on behalf of the group, and 2) accept legal process on behalf of the group. The undersigned also agrees to indemnify and hold harmless the DOWNTOWN FALLFEST Committee, Victory Brewing Company, the Borough of DOWNTOWN and the DOWNTOWN-Thorndale Regional Chamber of Commerce from any responsibility for damage, loss, or theft of goods related to his/her business.

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

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FOR OFFICE USE ONLY

APPLICATION RECEIVED: \_\_\_\_\_

APPROVED OR REJECTED: \_\_\_\_\_

SPACE NUMBER: \_\_\_\_\_

**Borough of Downingtown  
Municipal Government Center**

4-10 West Lancaster Avenue  
Downingtown, PA 19335-2800  
[www.downingtown.org](http://www.downingtown.org)  
Telephone 610-269-0344  
Fax 610-269-1580

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**SAFETY NOTICE**  
**BOROUGH CODE ENFORCEMENT**

**VENDOR RULES AND REGULATIONS**

- All canopies and temporary structures where cooking will be performed shall be listed and labeled in accordance with NFPA 701.
- All structures shall be erected within the area designated by the event coordinator.
- All structures where vegetable oils or animal fats are used for cooking shall provide a type "K" fire extinguisher. All extinguishers shall have a valid inspection tag.
- All structures shall be able to withstand uplift due to wind.
- All electrical cords shall be placed and secured as not to cause a tripping hazard. Any electrical cord that crosses a walking path shall be covered.
- Any vendor who utilizes a gas powered generator shall have a 2.5 lb. ABC fire extinguisher. The generator shall emit low noise levels, be in a proper operating condition, and utilize a GFCI on all extension cords.
- All fuel shall be stored in a safe manner within an approved container.
- It shall be the responsibility of each vendor to keep their area clean and free of trash and debris at all times.
- All vendors shall have their structure set up at least 1 hour prior to the start of the event and prepared for inspection.
- All food and beverage vendors shall obtain a valid license from the Chester County Department of Health.
- Propane tanks shall be secured in place to protect from impact and shall be kept at least 10 feet away from any cooking appliance or open flame.

**Any vendor found to be in violation of any of these regulations will be told to cease their operation.**