



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 9th Annual FallFest and promises to be our best yet!

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 splaughter@otrcc.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.

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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.

6. Menu Items Required.

CONTACT INFORMATION

Business Name:

Contact Name:

Address:

City/State/Zip:

Phone: Day: _____ **Cell:** _____

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

Email:

Website:

INFORMATION ABOUT YOUR FOOD

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

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PAYMENT INFORMATION

VENDOR SPACE (10' x 10') FEE \$250.00 \$ _____

SECOND VENDOR SPACE \$225.00 \$ _____

TRUCK/TRAILER SPACE \$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 14th, 2018

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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.
- 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.
- 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.
- 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 7th).*
- 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: _____

FOR OFFICE USE ONLY

APPLICATION RECEIVED: _____

APPROVED OR REJECTED: _____

SPACE NUMBER: _____