



# FOOD VENDOR APPLICATION

We are proud to present Downingtown FallFest 2023 which will be held on **Sunday September 24, 2023**. 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 Area Chamber of Commerce event in partnership with Victory Brewing Company and the Borough of Downingtown. This high-value community event brings thousands of visitors seeking great food, crafts and of course, the Victory Beer Garden. 2023 is our 13<sup>th</sup> Annual FallFest and promises to be our best yet!

**Early bird discount and late fees apply. Submit your application and payment by July 31 to receive the early bird discount. Late registration fees begin on 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 2023 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 Area Chamber of Commerce. **Should you have any questions, email [info@dtccc.com](mailto:info@dtccc.com)**

## DIRECTIONS TO APPLY AS A FOOD VENDOR AT 2023 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 Area Chamber of Commerce (DTRCC).
  - b. Write a **SEPARATE** \$50.00 Security Clean-Up deposit check for this event, payable to Downingtown Area Chamber of Commerce (DTRCC). Note: Upon inspection at the end of the event, if your space is deemed clean, your check will be returned.

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3. Insurance Certificate providing proof of liability insurance in the amount of \$1,000,000 per occurrence/\$2,000,000 aggregate, naming Downingtown Area Chamber of Commerce as additional insured, **must be submitted with your 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 **with your application.**
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 Area 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')	<i>(if paid by July 31<sup>st</sup>)</i>	\$200.00	\$ _____
VENDOR SPACE (10' x 10')	<i>(August 1<sup>st</sup> and after)</i>	\$250.00	\$ _____
SECOND VENDOR SPACE	<i>(If paid July 31<sup>st</sup>)</i>	\$175.00	\$ _____
SECOND VENDOR SPACE	<i>(August 1<sup>st</sup> and after)</i>	\$225.00	\$ _____
TRUCK/TRAILER SPACE	<i>(if paid by July 31<sup>st</sup>)</i>	\$300.00	\$ _____
TRUCK/TRAILER SPACE	<i>(August 1<sup>st</sup> and after)</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                      \$ 20.00                      \$ \_\_\_\_\_

**Make checks payable to: *Downingtown Area Chamber of Commerce (DACC)***  
*(Memo: Downingtown FallFest)*

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

Downingtown FallFest  
Downingtown Area Chamber of Commerce  
216 E. Lancaster Avenue  
Downingtown, PA. 19335

**APPLICATION DEADLINE IS SEPTEMBER 1, 2023**

# 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. Respect 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 July 31<sup>st</sup> to receive the early payment discount. Late registration fees begin on August 1<sup>st</sup>.**
- Note that vendor booth placement is at the discretion of the Chamber of Commerce. **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.

## DOWNTOWNTOWN FALLFEST FOOD VENDOR APPLICATION

- **No Hulking.** Vendors must stay in their booth space. No standing in the street directing foot traffic to your booth.
- 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 DOWNTOWNTOWN 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 DOWNTOWNTOWN Code Enforcement Department. The regulations will be posted at [www.downtownfallfest.com](http://www.downtownfallfest.com).
- DOWNTOWNTOWN FallFest will be held on **Sunday, September 24, 2023**, RAIN or SHINE. There are NO REFUNDS unless DOWNTOWNTOWN FallFest organizers cancel the event. *In the event of extreme hazardous weather, FallFest could be postponed until the following weekend.*
- The undersigned agrees to comply with DOWNTOWNTOWN 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 DOWNTOWNTOWN FallFest Committee, Victory Brewing Company, the Borough of DOWNTOWNTOWN and the DOWNTOWNTOWN Area 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: \_\_\_\_\_