

**Fall Fine Craft Festival – Food Vendor Application**  
**October 15-16, 2010**

**You are invited to apply to this year’s festival. Be one of our choice food vendors.**

Share the crowds and celebrate fall with our signature outdoor family festival featuring live music and the exceptional work of 110 fine craftsmen! The Fall Fine Craft Festival will be held this year at Montgomery County Community College in Blue Bell, PA.

We offer a beautiful park setting, beautiful crafts, 4,000 paved parking spaces, two days packed with exciting demonstrations and children’s activities, eclectic food booths that tickle your taste buds and good music. It’s the perfect family outing!

This Fine Festival has attracted **more than 7,000 attendees** in the past due to spectacular weather and our improved, comprehensive advertising package. As our only outdoor festival, this event has a following of dedicated patrons who appreciate the finer things in life and are willing to pay admission to find it. This event is held rain or shine.

The Pennsylvania Guild of Craftsmen is a 501(c) 3 nonprofit craft education organization with 1,300 members in 23 states and a mailing list of 60,000 devoted patrons.

This year the Pennsylvania Guild of Craftsmen celebrates 66 years as one of the nation’s oldest and most recognized craftsmen guilds. We provide opportunities for both emerging and established craftsmen and those who support their fine work. Our most publicized activities are our recognized fine craft fairs where we bring beautiful work of master craftsmen to the public eye.

**Our Mission:**

Recognizing that the making of craft enriches all, the Pennsylvania Guild of Craftsmen seeks to encourage the practice of and nurture excellence in heritage and contemporary crafts. We do this through education, advocacy and support of the practicing craftsmen.

**Join us for our outdoor Fine Craft Festival this year!**

If you wish to be considered for this year’s event, reserve your space now. Details to participate begin on this page or contact us with your questions. Hope to see you there!

**Pennsylvania Guild Fine Craft Festival – October 15 & 16**

Montgomery County Community College, Blue Bell

Event Hours: 10am – 6pm Saturday, 10am - 5pm Sunday

Set-Up is October 14 from Noon `til 6 pm

---

**Some terms and rules for participation are new. Please read carefully.**

---

**>Terms and Conditions:**

1. Liability insurance is required. Please provide a certificate of general liability insurance in the amount of \$1 million with the Pennsylvania Designer Craftsmen and Pennsylvania Guild of Craftsmen named as additionally insured. Certificate due thirty (30) days prior to the event.
2. Please fill out the included health Fact Forms now and return all with this contract. We will submit the application for you to Montgomery County along with a per food vendor fee which they collect. This fee is included with your booth fee.
3. We are a high quality fine crafts event and present a tasteful appearance. Absolutely no “mid-way” presentations, such as flashing lights, excessive signage, etc. will be allowed. **Booth image required** prior to acceptance. No audio material permitted if it can be heard beyond the confines of your booth.

4. Support vehicles, refrigeration trucks, storage trucks, etc. may be parked during the event in a designated area approx. 30 yards from the food vending section.
5. All booths must be fully manned during show open hours. Personnel must wear identifying attire; minimally insignia shirts, hats or aprons, etc.
6. Cars or vehicles of food vending personnel must be in parked in assigned vendor parking area, not in patron spaces.
7. Absolutely no delivery vehicles will be permitted to drive through the public areas during show hours. If you must receive delivery of additional products during show hours, you will need to use a hand truck from a distant parking area. For the safety of our patrons there are no exceptions.
8. Vendors must "police" their own spaces for product preparation trash and trash from patrons and ensure the areas are presentable at all times. Dumpsters are available. Fair management trash crews will maintain trash receptacles provided for the public. Public receptacles are not for product preparation trash. Food vendor areas must be completely clear of trash before leaving the grounds daily and at the end of the event.
9. The Montgomery County Department of Health will do an on-site inspection either during setup day or the opening day of the show. You are required to be in compliance with their regulations.
10. No non-food items may be sold. This includes but is not limited to crafts, clothes, novelty items, postcards, prints, mugs, etc. Prior approval necessary
11. The Fire Marshal will do an on-site inspection the afternoon of the day prior to opening day of the show. All food vendors must have at least two (2) currently certified fire extinguishers suitable for their business in their booth at all times.
12. All electric must be appropriate for outdoor use. If you do not bring a generator and will need electric, you can purchase for an additional fee of \$75.
13. All menu items must be pre-approved and they must be clearly posted for the public with the prices clearly marked.
14. All food vendors should be prepared to serve an approximate crowd of 5,000.
15. Breakdown begins at 5 pm on the last day of the show. "Packing up" before this time will result in a \$200 fine and you will not be invited back.
16. Signature on this contract is binding. Fifty (50) percent down payment of booth fee is required with this application. Final payment in full is required sixty (60) days prior to event to hold your space.
17. We always fill this event. Early registration and payment in full are the only ways to guarantee your space.

---

**>Contact Information:**

Company Name \_\_\_\_\_

Contact \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

**>I have read the above terms and conditions and agree to the terms:**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Guild's Signature \_\_\_\_\_ Date \_\_\_\_\_

**>Enclose with this contract:**

- Photo of your booth and menu (due today)
- Certificate of Insurance (due Sept. 15)
- Health License Application (due today)
- Rental Fee: \$375 (**no additional commission and less competition**)
  - Half due today with this signed contract
  - Other half due Aug. 15 (60 days prior to event)
  - **SAVE: pay your entire fee by June 15 for \$25 discount!**
- Electric fee if provided by Guild (no fee if you bring your own generator): \$75
- Enclosed is my check payable to: *Pennsylvania Designer Craftsmen* or  
Charge my credit card:
  - Visa/MC \_\_\_\_\_ Exp. Date \_\_\_\_\_
  - Name on card: \_\_\_\_\_
  - Signature: \_\_\_\_\_

**>Anticipated Booth Space Required:** (Please circle one)

- 10x10       10x15       Other

**>Menu Planning:**

Please list your proposed menu including all products available for purchase. **You may not sell any products that are not approved in your contract.** Please include drink items. We have a no competition policy and make decisions on a first come first serve basis. *Please use back of contract to list additional menu items.*

Menu Item	Portion Size	Price
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

**>Booth Activities:**

Are you planning to sample a product:  Yes  No

If yes, what are you planning to sample (if sampling we will make additional publicity available in the gate catalog and on our website)

Are you signing people up for your mailing list?  Yes  No

*(Please note that one copy of your mailing list sign up sheet(s) must be submitted to Pennsylvania Designer Craftsmen within 10 days of the festival.)*

Anything else we should know about your operation or needs?

**>Utilities:**

Electric: Please list your requirements. (If electric is provided by the Guild, it is an additional \$75 fee)

	Amount of Electric	Appliance	Products Affected
1.			
2.			
3.			
4.			

Water: **No water is available on site.** Please talk to us if this is an issue. A wash station will be located near food booths for sanitary purposes only.

**>Mail today:**

1) All pages of the contract, 2) both application pages, menu and photo of your booth, 3) all health form pages, and 4) your deposit check to:

Pennsylvania Designer Craftsmen  
Attn: Jenny Germann  
252 N. Prince Street  
Lancaster, PA 17603

**>Mark your calendar:**

Aug. 15      balance payment due  
Sept. 15     certificate of insurance due  
Oct. 14      setup day from noon 'til 6 pm.

**> Please keep a copy of all pages for your records.**



Indicate the method(s) of protecting the food/drink items from contamination at the event site: Note that overhead protection must be provided, usually in the form of a canopy, umbrella, tarp, or enclosure, for your entire food-service operation.

Type of Protection Needed	Equipment or Method
Overhead	
Food/Drink Items Off the Ground	
Food Displayed, Wrapped, Covered or Protected by a Sneeze-Guard	
Food/Drink Items Not Accessible to Customers	

What handwashing facilities are provided? \_\_\_\_\_

Indicate the number, size, and location of the refuse/trash containers you will be providing:

\_\_\_\_\_

Indicate the location for the preparation of the food/drink items:

Preparation Location	Food/Drink Items
<input type="checkbox"/> On Site – Raw ingredients mixed, assembled, or cooked at event site.	
<input type="checkbox"/> At Establishment/Home	
<input type="checkbox"/> Purchased already commercially prepared requiring further handling.	
<input type="checkbox"/> Prepackaged	

Indicate the method(s) for maintaining proper food/drink item temperatures during storage, transport, preparation, and display. Food/drink items that spoil easily must be held at temperatures below 41 degrees Fahrenheit (41°F), or above 135 degrees Fahrenheit (135°F) at all times.

Refrigeration equipment includes mechanical refrigerators, and insulated containers such as ice chests/coolers. Cold sources include electricity, dry ice, ice packs, and drained wet ice. Drained wet ice means that the container will continuously drain the water that accumulates from the melting ice to a water storage container.

Heating equipment includes grills, ovens, stoves, and units to keep hot food hot such as chafing dishes. Heat sources—fuel—include charcoal, gas (propane), sterno, and electricity.

<b>Food/Drink Items</b>	<b>Refrigeration/ Heating Equipment Type</b>	<b>Cold or Heat Source - Fuel</b>	<b>Equipment Size</b>	<b># of Units</b>

Indicate the method(s) of customer protection from the cooking/heating equipment through proper location of equipment, or through barriers:

---

Indicate the use of any leftover food after the event:

---



---

On a separate piece of paper sketch a diagram of your booth/setup showing the location of all equipment, and food/drink items.