

2019 PA BBQ FEST
Vendor Registration Form

July 13, 2019 – 10AM to 7PM
July 14, 2019 – 11AM to 5PM
Leesport Market



Return completed application with all additional paperwork requested, along with your deposit to Penn Werner Hotel, 5 E. Penn Ave Wernersville, PA 19565. Checks should be made payable to Penn Werner Hotel. **All pages must be signed and returned no later Friday, May 19th or prior to that if you want a guaranteed space. Applications are on a first come first served basis** **ALL applications that are submitted and do not include the required items on the application check list below will not be considered.**

Business/ Non-Profit name: _____

Contact Name: _____

Street: _____ City: _____ State: ____ Zip: _____

Phone: _____ Email: _____

Website: _____

Application Check List: *All items must be returned for a complete application.*

- ____ Required Payment – checks or money orders made payable to Penn Werner Hotel
- ____ \$75 electric fee for this service. There is very limited availability, if at all possible please provide your own electricity.
- ____ 4 total application pages, each signed when applicable
- ____ A copy of your current Safe Serve Certificate if selling food (non-profits are exempt)
- ____ A Certificate of Insurance issued by your insurance company (artists, crafters, home based businesses are exempt)

Check the appropriate category of your stand.

All fees are forfeited if you do not participate. If you are not selected to participate, your fee will be refunded.

____ Artisans/Crafters selling hand crafted non-edible items - \$65 for each 12' by 12' area due with registration.

____ Home-based sales consultants - \$85 for a 12' by 12' area due with registration.

____ (Eat Now) Restaurants, caterers and concessions with sales - \$100 deposit due with registration plus 10% of all GROSS sales of products sold (including food, merchandise, promotional materials, etc.)
The commission fees must be paid before you depart the grounds.

____ (Eat Later) Vendors that sell item which are designed to eat later. \$125 deposit due with registration.
These stands include Sauces, Jerky, Pickles, Mustards etc. Items are pre-packaged and have an identifiable shelf life.

____ All other vendors - \$100 deposit due with registration. Some vendors may incur a commission fee.

____ Business distribution of materials/literature without sales - \$175 due with registration. 12 X 12

____ Pit Masters- \$100 deposit due with registration plus 10% of all GROSS sales of products sold (including food, merchandise, promotional materials, etc.)
You will be required to participate in the tasting card program. We can explain this to you.

____ Wine Sales by the Bottle or Glass-- \$150 Due with registration

Detail the type of stand you will have. Describe the products/ works you will be displaying, distributing or selling. Food Vendors must list the items that will be sold along with the prices. Continue on the reverse side if more space is needed. Include every food item you want to sell. No food items will be sold if it has not been approved as part of an application. This rule will be enforced!

Approximate size of space needed _____

- Non- Commission spaces are 12 foot by 12 foot space. Commission paid areas will be based on needs.
- Event grounds are laid out in 12 foot by 12 foot spaces

How did you hear about our festival? _____

Food Vendor Only:

Will you be using a grill? Yes ____ No ____

Will you be using a fryer? Yes ____ No ____

- Grills and Fryers require having appropriate fire extinguishers at each stand. See guidelines for details.
- If at all possible, we would like you to provide your own generator for electricity. Keep in mind that noise and exhaust can be issues; therefore, we encourage the use of quiet generators. There is limited number of spaces available with electrical access; however, there will be an additional \$50 fee for each space.

_____ Yes, I need electric and will add \$75 (covers 2 days) to my registration deposit.

_____ No, I do not need electric. I will provide my own quiet generator.

All Vendors:

By signing this agreement you and/or your business shall save, keep harmless and defend the "PA BBQ Fest" and all its officers, employees and agents and volunteers against any and all liability claims, costs of whatever kind and nature, for injury or death of any person or persons and for loss and damage to any property occurring in connection with or in any way incident to or arising out of the occupancy, use, service, operation or performance of work in connection with this contract and acts or omissions of the "PA BBQ Fest" employees, agents, or representatives, or volunteers. I agree that the PA BBQ Fest committee may use my name, photograph and any likeness of me for purposes of promoting the PA BBQ Fest. I have read the preliminary rules and regulations and agree to abide by such.

I hereby Acknowledge and agree to the terms of this correspondence.

Signature

Date

Printed Name

Registration

- The event is Saturday, July 13 from 10AM to 7PM and Sunday July 14 from 11am until 5 pm. The event is rain or shine. We ask that you stay until 7 PM on Saturday and until 5 PM Sunday. We realize daylight will be an issue shortly thereafter.
- Participants will be offered spaces on a first come first served basis by order of the date the complete registration (with all supplemental materials as required) is received. Only one home based business of each company will be accepted.
- You will receive more specific information approximately two weeks before the festival, including your location, a parking pass, final guidelines, etc.
- Any refunds will be considered on a case by case basis.

Set Up and Tear Down

- Set up can occur on Friday from 12 noon to 7PM (which we strongly encourage) and on Saturday from 7AM and 9:00AM. You will be able to view your location on the website 5 days prior to the festival.
- Do not block the festival walkway while setting up. As soon as you have everything unloaded, please move your vehicle to the designated parking area or behind your stand.
- Absolutely NO vehicles are allowed in the festival area between 9:30AM and 7:15 PM. If you arrive after 9:00AM for set up, you cannot participate and forfeit all deposits paid. Vendor's cars must be removed from the festival area and parked in a designated parking area or on the secondary access road. You must be ready for sales by 10AM. All participants must stay until the end of the day's event. If you are selling food and run out, you may clean up your designated area, but NO vehicles may be brought in during the festival hours.
- Vendors may/should set up a canopy. All canopies must be secured with sand bags or other objects to prevent them from lifting up from the wind.
- Please be courteous of your fellow vendors by setting up within the area designated for you.
- The PA BBQ Fest is not responsible for any merchandise or setup that is left overnight. We will have limited security, but you leave items at your own risk.

Trash Removal

- You are responsible for keeping your area free from trash. At the end of the event, place your own trash along the walk way in front of your stand.
- Do not place trash in any of the small trash receptacles along the festival route.
- Vendors who do not properly dispose of their trash will not be invited to participate in future festivals.

Other Guidelines

- All of your item prices must be posted.
- If you use peanut oil for frying that must be posted as well.
- Please remember to bring all necessary supplies. Don't forget such items as tables, table coverings, signs, cash box, extra cash (small bills) and change, etc. Most banks are not close and the festival committee does not have access to change.
- If you owe commission from sales, that money must be paid before you leave the grounds. This will be done at the Beer Tent. If we do not receive your commission payment the day of the event, or if there is reason to believe that you are not being honest with your sales figures and commissions, you will not be invited to return in subsequent years
- If you are providing free handouts of any sort, they must be approved by the festival committee. Giving out free food or drink is not permitted.
- Non commissioned stands cannot sell any type of ready to eat foods or drinks. This includes bottled water and other beverages.

By signing below you agree that you have read the aforementioned rules and guidelines and agree to abide by them.

Signature

Date

Additional Guidelines for Food Vendors

Safety

- All vendors using any type of heating apparatus (grills, fryers, etc.) MUST have proper fire extinguishers at their stand. Fryers require Class K extinguishers and grills require ABC type extinguishers. The festival committee will not provide extinguishers. If you do not have the proper extinguishers at your stand, you will not be able to grill or fry.
- Grease catchers must be used if cooking on a grill. Please bring appropriate containers for storing grease. Do not put any grease in any drains or dump on the property. You will be fined according to DEP regulations.
- Grills and the gas for grills will not be supplied by the festival committee.
- Food vendors may not place any heating apparatus in the festival walkway.
- Absolutely no flammable liquids near open flames or grills.
- All generators must be placed behind your stand and out of harm's way of the attendees.
- All generators being used must be listed on the vendor application form.
- If using electricity, be cautious of the number of cooking appliances that you plug into one outlet. If using electricity provided by the festival committee, it may not handle the necessary output for one or two cooking appliances that heat up.
- All exposed electric cords must be covered to prevent a tripping hazard. Please do not put electric cords across the walk way or in the pedestrian walking area.

Food Products

- All food vendors must follow FDA Food Handling requirements. Please have a copy of your valid state sales tax license and proof of insurance available during the festival. Most non-profits organizations are exempt from the above rules. We expect food inspectors to be in attendance at the festival.
- The PA BBQ Fest Committee respectfully reserves the right to conduct random audits of food supplies and quality. (i.e. thoroughness of cooking, refrigeration, temperature, etc.).

By signing below you agree that you have read the aforementioned rules and guidelines and agree to abide by them.

Signature

Date

Printed Name

