



Saturday & Sunday, October 7th & 8th 2017 * 10am – 6pm *** Rain or Shine!!**

Easton Garlic Fest 2017 MERCHANDISE VENDORS APPLICATION

Stinky Greetings from the Easton Garlic Fest!

Welcome to Garlic Fest 2017! Please fill out and submit your application to vend by Sept. 7, 2017. Vendors will be notified of acceptance by email.

Packaged Food Product Vendor fee:

- Vendor Fee \$325.00. *If you are not accepted at the festival your check will be returned*
- For guaranteed placement on Centre Square add \$100.00 *Centre Square spaces are limited and will be assigned on a first come, first serve basis*
- For a wider space add \$100.00 per 10' requested

Please read, fill out and return to The Easton Garlic Fest;

- Packaged Food Product Vendor Contract – clearly describe items for sale and prices
- Festival Rules and Regulations
- Vendor Fee
- Certificate of Insurance naming **The City of Easton** and **The Easton Garlic Fest** as additional insureds
- If you have never been a vendor at Easton Garlic Fest send a picture of your booth set up

Please fill out and return to Easton City Hall;

- Application for Temporary Food Service Establishment License
- <http://www.easton-pa.com/health/speform2016.pdf>

Vendors are required to offer at least one item for sale that emphasizes a garlic theme. A strong garlic themed menu is expected by our patrons. Acceptance and placement will be based on past participation, date and receipt of fully filled out application and garlic themed offerings.

If you have a website and would like to link to ours please let us know. If you have a facebook account please go to our Easton Garlic Fest page and “like” us.

We are looking forward to a fun and successful day for everyone involved and are delighted to have you join us as we Eat, Drink and Stink in Historic Downtown Easton PA.

Thank You
Jo Moranville

PACKAGED FOOD VENDORS CONTRACT

This agreement made this ____ day of _____ 2017 between the EASTON GARLIC FEST herein referred to as "FESTIVAL MANAGEMENT" and _____ herein referred to as "VENDOR" for exhibition space at the Easton Garlic Fest to be held on Saturday, October 7th and Sunday, October 8th from 10am until 6pm both days.

A fully completed application and fee must be submitted to Easton Garlic Fest by September 7, 2017 or vendor will not be accepted.

Vendor fee \$325.00. Plus \$100.00 (optional) per extra 10' \$ _____. Plus \$100.00 (optional) for Centre Square placement. Total included \$ _____

Check should be made out to: "Easton Garlic Fest" and mailed with the application to:

Easton Garlic Fest
20 North 3rd Street
Easton, PA 18042

VENDOR requests permission to display and sell the following ***specific products***. (please print clearly)

Please attach an additional sheet if necessary. Any product or item not specified in the contract will not be allowed at any time during this contract period. No VENDOR, unless assigned by Management, shall have an exclusive on any product.

INSURANCE: VENDOR must furnish FESTIVAL MANAGEMENT with a Certificate of Insurance with liability limit of no less than \$1,000,000 and shall name the **City of Easton, the Easton Garlic Fest, its directors and officers** as "additional insured" and the City of Easton as the premises for the event.

I have read the accompanying Guidelines, Rules, & Regulations and agree to abide by them. I further understand that the *participation fee is non-refundable and that the Festival is held rain or shine.*

Please print clearly

Business: _____ Contact: _____

Address _____

City/State/Zip: _____

Phone: _____ email: _____

Website: _____

Signature _____ Title: _____ Date: _____

RULES AND REGULATIONS

Vendor agrees to comply with the following rules and regulations during the Easton Garlic Fest,

Page 1 of 2

ALCHOLIC BEVERAGES:

- Consumption of alcoholic beverages on premises during the Festival by VENDOR and VENDOR Employees during working hours is strictly prohibited. If VENDOR or their employees violates the above rule, that VENDOR will be removed from the Festival and barred from participation in future Festivals.

SETUP:

- **Saturday and Sunday on Centre Square**; Booth set-up may begin at 7:00am and must be finished by 10:00am at which time vehicles must be removed from the festival area. Booth may be left standing overnight. VENDOR agrees to leave booth standing at your own risk.
- ***It is your responsibility to anchor your booth.*** You will be set up on concrete and will not be able to secure tents by stakes or anything that requires being put into the ground. Bring weights if necessary, it can be windy at Fest sites.

SIGNAGE:

- ALL signage and displays must be professionally produced. Prices must be clearly displayed.

TEAR DOWN:

- VENDOR may not strike their booth until 6pm. Booths must remain open until the event closes, even if VENDOR is sold out. VENDORS who leave early will not be allowed to participate in the festival again.

VEHICLES:

- VENDOR must remove vehicle from the grounds by 10am. VENDORS must park in designated vendor lots.

HOURS OF OPERATION:

- Festival hours are 10am – 6pm each day
- Easton Garlic Fest is held **RAIN OR SHINE**. Once accepted into the festival you are **OBLIGATED TO SET UP BOTH DAYS**. ***Failure to do so will jeopardize your acceptance into the Garlic Fest in the future***

RESTRICTIONS ON MERCHANDISE:

- You may only sell items contractually approved by MANAGEMENT
- No Medicinal items of any kind.

CERTIFICATIONS:

- It is the responsibility of the VENDOR to obtain all applicable and appropriate state and local licenses and permits as well as payment of taxes pertaining to their operation.
- VENDORS should expect inspection of food operations by Easton Health Inspectors. Please have serve safe certificate displayed and available for inspection.

DECORATIONS AND HOUSEKEEPING:

1. Tents must be neat and in good repair
2. Display tables must be covered and decorated
3. Housekeeping of the exhibit areas and its immediate vicinity will be the responsibility of the vendor. Area around and in tent must be kept neat and tidy.
4. At the end of the Festival, your area must be left as you found it.
5. VENDOR must remove all of their own trash
6. No disposing of waste water in storm drains
7. Failure to abide by the above will result in a \$50 fine.

RULES AND REGULATIONS

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Page 2 of 2

ELECTRICITY

1. **THERE IS LIMITED ACCESS TO ELECTRICITY. ANY ELECTIC NEEDS MUST BE FULLY DISCUSSED AND AGREED TO IN ADVANCE OF THE FESTIVAL. THERE IS NO GUARANTEE THAT THE FESTIVAL CAN ACCOMMODATE THE ELECTRICAL NEEDS OF THE VENDOR.**
2. **Only silent generators will be allowed and may affect the placement of VENDOR**
3. **If you have a generator please give us the make and model and we will let you know if it is acceptable**

Generator

Make	model
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SUBLETTING OF BOOTH SPACE

Subletting of booth space is strictly prohibited.

PETS:

Vendors may not bring pets with them to the Festival grounds.

GENERAL:

- NO Hawking (or yelling out) product
- NO leaving your booth space unattended
- NO blocking ADA ramps or sidewalks
- NO caution tape or ugly barriers
- NO smoking cigarettes, cigars, pipes or vapes in the vicinity of any vendor tents
- NO VENDOR shall use The Garlic Fest name, logo, images or product without written permission

By signing below Vendor agrees to adhere to all of the above stated rules and regulations.

Vendor Signature Date

Telephone number

