

Rain Day Festival 2017
Food Truck Vendor Information

Absolutely no alcohol permitted on premises!
Outdoor Festival held Rain or Shine!

New to Festival: Food Truck Vendors
SEC will limit the amount of applications
received by Food Truck Vendors

Application Deadline

July 14, 2017 (*applications received after the deadline will require a \$25 late fee*)

Event Information

Date: July 29, 2017

Event Time: 11 a.m. to 10:00 p.m.

Set-up Time: 7 a.m. to 9:30 a.m. (**All vehicles must be off street at 9:30 a.m.**)

Tear-down Time: Street will not be opened to any vehicles until the conclusion of Fireworks.
(*No exceptions*) Fireworks scheduled to begin at approximately 9:30p.m.

Security Deposit

Food Truck vendors \$50

Security deposits will be returned at the conclusion of the event.

Early tear-down will result in a forfeit of security deposit and exclusion from future events.

The only exception for booths tearing down early would be in inclement weather conditions!!

Vendor Rules & Information

1. All applications are subject to Special Events Commission (SEC) pre-approval. If the SEC feels that a vendor is not appropriate for the festival, the vendor will be contacted and their application returned.
2. In order to provide a wide variety of vendor selections, the SEC reserves the right to limit availability to two representatives of each type of vendors on a first-come, first-serve basis, excluding food vendors.
3. The SEC reserves the right to rule on vendors and also reserves the right to ask a vendor to leave or remove any items that do not conform to our guidelines. Refunds will not be granted under such circumstances.
4. Food Truck Vendors must have dimensions on application so we can fit your needs. Each vendor must furnish their own materials such as tables, chairs, tents, canopies, etc. The SEC will not furnish any materials. Vendor booths will be located on a paved street.

5. Vendor spaces will be assigned and must be manned at all times and remain set-up until the conclusion of fireworks on July 29. Early breakdown will subject you to exclusion from future events and forfeit the security deposit.
6. Vendors must unload quickly and park vehicles **prior** to setting up your booth. Vehicles may not be parked in any of the side streets or alleys. **This will be strictly enforced!** Vendor permits will be mailed with your confirmation prior to the event. Permits must be displayed on rear-view mirror when entering festival.
7. Ice and water will NOT be provided. Please make your own arrangements if needed.
8. Vendor spaces must be kept clean, safe, in sanitary condition and secured in a proper manner as to prevent any risks to patrons.
 - a. Food vendors must comply with both Health Department and fire code regulations. Any vendor working with grease must utilize grease mats and be responsible for grease stain prevention and removal.
 - b. All refuse and cooking oils must be removed from the booth by the vendor. **NO product is to be dumped into the streets.** If you are caught dumping anything, you will be shut down immediately and the security deposit will be forfeited.
 - c. Security deposits will only be returned if the site is as clean as it was when you checked-in. Security deposits will be returned if space is clean at the end of the night and final inspection.
9. No items sold are to feature the Rain Day logo or phrase.
10. Prices, rules and prizes must be posted and visible to the public.
11. Microphones and amps are NOT permitted.
12. Alcohol is strictly prohibited.
13. Vendors are at your own risk. Neither the SEC or Waynesburg Borough is responsible for damage, theft or loss.
14. The Department of Revenue requires a sales tax number. If you do not have a sales tax number, you must register online at www.pa100.state.pa.us or call your nearest Pennsylvania Revenue District Office.
15. Proof of comprehensive liability insurance is required for food vendors and entertainment vendors.
16. Due to limited electrical space food trucks with silent generators are only permitted. No Food trucks that require electricity will be accepted.
17. Food Truck vendors will be placed in order of arrival on July 29th. (no early placement)
Set up 7a.m. to 9:30 a.m.



Rain Day Festival 2017
Vendor Application
Application Deadline – July 14, 2017

Vendor Information:

Name _____ Date _____

Name of Business, Club or Organization _____

Mailing Address _____

City _____ State _____ Zip _____

Home/Cell Phone _____ Work Phone _____

Email Address _____

Please explain the type of information, craft, entertainment, commercial and/or food items you will have available during the festival. Be specific as only these items will be permitted!

Sales Tax Number *(required for all booths)* _____

Enclosed Proof of Comprehensive Liability Insurance *(Required for Food and Entertainment)* Yes

Applicant Name _____		<i>Please circle eligible category.</i>		
Vendor Type	Security Deposit	Profit	Non-Profit	# of Spaces Requested
Food Truck	\$50.00	\$150	\$100	

Food Truck Vendors required to submit photo of truck/rig with application.

Truck Information:

Do you intend to use a generator? _____yes _____No

Generators must be silent.

Dimensions of Food Truck _____ (must be completed or application will be returned)

Total Application Fee

of Spaces _____ x Fee \$ _____ = Total \$ _____ Check # _____

Security Deposit (must be a separate check)

Security Deposit \$ _____ = Total \$ _____ Check # _____

Contract, General Release and Acceptance

- I (we), the applicant(s), have read the Vendor Rules & Information enclosed and agree to comply with the rules and regulations of the Rain Day Festival.
- I (we), the applicant(s), do expressly release the Producer (Special Events Commission and/or the Waynesburg Borough) from any and all liability for damages, injury or loss to persons or property of the vendor and any individual assisting the vendor which may arise from the rental and occupation of said space by the exhibitor, and agree to hold and save the Producer harmless of any loss or damage by reason thereof.
- I (we), the applicant(s), agree to be open during the specified hours of the event, 11 a.m. to conclusion of fireworks. Failure to comply with the above rules grants the Producer the right to deny future applications should my booth close earlier than 10:00 p.m. Please keep in mind there is a "NO REFUND POLICY."

Applicant's Signature

Date

Application will be void if not signed.

Make checks payable to "Special Events Commission"

Sign, date and return application by July 14, 2017 to:

Attn: Athena Bowman, Waynesburg Borough, 90 East High Street, Waynesburg, PA 15370