

# 2018 Muhlenberg River Fest Vendor Application

Aug. 25 – 10AM to 10PM  
Aug. 26 – 10AM to 7PM  
Jim Dietrich Park



Return completed application with all additional paperwork requested, along with your deposit to Muhlenberg Township Parks & Recreation Department, 210 George Street, Reading PA 19605. Checks should be made payable to Muhlenberg Township. **Submitting an application does not guarantee acceptance into the event.** 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.** Questions contact Karen at 610-929-4727 ext 265 or email [kschreiber@muhlenbergtwp.com](mailto:kschreiber@muhlenbergtwp.com).

Business/ Non-Profit name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Best Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Website/ Facebook: \_\_\_\_\_

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

- \_\_\_\_ Required Payment – checks or money orders made payable to Muhlenberg Township
- \_\_\_\_ \$75 electric fee if Muhlenberg provides 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 - \$50 for **each** 10' by 10' area due with registration.

\_\_\_\_ Home-based sales consultants or homemade packaged edible goods - \$75 for **each** 10' by 10' space due with registration (we will only accept one home-based sales consultant per company). No electric available for this category.

\_\_\_\_ All non-profits - \$50 deposit due with registration plus 15% commission on all GROSS sales, if applicable, payable the day of the festival.

\_\_\_\_ Restaurants, caterers and concessions with sales - **\$150 deposit if paid by April 30<sup>th</sup>, \$175 deposit if paid by June 29<sup>th</sup>, and \$200 deposit if paid before Aug. 10<sup>th</sup>** is due with registration plus 10% of all GROSS sales of products sold (including food, merchandise, promotional materials, etc.) payable the day of the festival.

\_\_\_\_ All other vendors will need approval from the committee before acceptance - \$100 deposit due with registration plus 10% commission on all GROSS sales/activities payable at the end of the festival.

**\*\*\*\* If vendors choose to incorporate 2 categories in one stand, both fee schedules will apply and commission is payable on the appropriate sales. \*\*\*\***

**Detail the type of stand you will have.** Describe the products/ works you will be displaying, distributing or selling. This information will be posted on the Township's/ Event website or Facebook pages.

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Approximate size of space needed \_\_\_\_\_

- Artisans/crafters pay \$50 for each 10' by 10' space. You tell us how many spaces you need.
- Home-based sales consultants or homemade packaged edible goods pay \$75 for each 10' by 10' space. You tell us how many spaces you need.

Will you bring a canopy? Yes \_\_\_\_\_ No \_\_\_\_\_ What size is the tent? \_\_\_\_\_

- Canopies will not be provided; vendors must bring their own if they wish to use them.

Do you except Credit cards for purchases? Yes \_\_\_\_\_ No \_\_\_\_\_

How did you hear about our festival? \_\_\_\_\_

**Food Vendor Only:**

Do you have a food trailer? Yes \_\_\_\_\_ No \_\_\_\_\_ If so what size is your trailer, hitch included? \_\_\_\_\_

Will you be using a grill? Yes \_\_\_\_\_ No \_\_\_\_\_

Will you be using a fryer? Yes \_\_\_\_\_ No \_\_\_\_\_

Will you need electric? Yes \_\_\_\_\_ No \_\_\_\_\_ Extra fee for this service.

- 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 a limited number of spaces available with electrical access.
- Electrical outlets may not be directly at your vendor spot, therefore bring at least 200 ft. of heavy gauge extension cords (at least 12 gauge rated – commercial grade not household grade).
- What are your specific electrical needs?

Do you require power during the event? If so, amount of \_\_\_\_\_ amps \_\_\_\_\_ volts

Do you require overnight power? Yes \_\_\_\_\_ No \_\_\_\_\_

You will have access to water, but not a direct hookup to water.

**All Vendors:**

By signing this agreement you and/or your business shall save, keep harmless and defend the "Muhlenberg River 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 "Muhlenberg River Fest" employees, agents, or representatives, or volunteers. I agree that the Muhlenberg River Fest committee may use my name, photograph and any likeness of me for purposes of promoting the Muhlenberg River 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.

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Signature

Date

### **Registration**

- The event days are Saturday, August 25 from 10AM to 10PM and Sunday, August 26 from 10AM to 7PM. The event is rain or shine. We ask that you stay until 10PM on Saturday; we realize daylight will be an issue shortly after 8PM. The trail will have lights in the trees to help with illumination.
- 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 event information approximately two weeks before the festival.
- 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 8PM (which we strongly encourage) and on Saturday from 7AM and 9:30AM. Larger trailers and vehicle might consider contacting us for an earlier time frame on Friday, since it may be more difficult for your equipment to be place once smaller vendors are set up. You will receive your location at a per-event vendor meeting about two weeks prior to the event.
- Do not block the trail/ festival walkway while setting up. As soon as you have everything unloaded, please move your vehicle to the designated parking area or onto the access road behind your stand.
- Absolutely NO vehicles are allowed in the festival area between 9:30AM and 10PM. If you arrive after 9:30AM 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 10PM. If you are selling food and run out, you may clean up your designated area, but NO vehicles may be brought in before 10PM.
- Vendor's may set up a canopy if desired. All canopies must be secured with sand bags or other objects to prevent them from lifting up from the wind. Tent pegs must be covered and marked with bright colors. There always seems to be a wind at Jim Dietrich Park.
- Please be courteous of your fellow vendors by setting up within the area designated for you.
- The Township 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, and to place your own trash along the access road for pick up by festival staff.
- Do not place trash in any of the small trash receptacles along the festival route. Only use the access road to place the bulk of your stand's trash.
- Vendors who do not properly dispose of their trash will not be invited to participate in future festivals.

### **Other Guidelines**

- We ask that all vendors like and share the River Fest Facebook page. Please mention on your company's Facebook page that you will be attending River Fest and post details about the event. You can send us pictures of your food and we will post on our page. Send pictures to [kschreiber@muhlenbergtwp.com](mailto:kschreiber@muhlenbergtwp.com).
- All of your item prices must be posted.
- 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 to JDP or are closed on Sundays, and the festival committee does not have access to change.
- If you owe commission from sales, that money must be paid each day of the festival. This will be done at the white farmhouse on property. 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.

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

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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 the grease. Do not put any grease in any drains or dump on the property. You will be fined according to DEP regulations.
- If you use peanut oil for frying that must be posted as well.
- 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.
- 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, please convey accurate amps and volts needed to power your equipment. Bringing properly rated extension cords will also help to elevate electrical issues at the event.
- All exposed electric cords must be covered in the dirt 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 Muhlenberg River 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.

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**Signature**

**Date**

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**Printed Name**

