



MUSHROOM FESTIVAL, INC.
P.O. BOX 1000 KENNETT SQUARE, PA 19348
www.mushroomfestival.org
Email: mushroomvendors@gmail.com

New for 2017 –

**No applications will be
accepted after 8-1-17.**

**THE MUSHROOM FESTIVAL
2017 FOOD VENDORS
General Information**

Mission:

The Mission of the Mushroom Festival is to promote the mushroom, educate consumers about the health benefits of mushrooms and to promote tourism in Southern Chester County, all while financially supporting local and regional charities through a grant process.

General Information:

The Mushroom Festival will take place Saturday and Sunday, **September 9th and 10th, 2017** in downtown Kennett Square, PA. Festival hours are from 10 AM – 7 PM on Saturday and 10AM – 5 PM on Sunday. ***This is an outdoor street festival and will be held rain or shine.***

Food Vendor Eligibility:

The Mushroom Festival is a food festival. We are looking for quality food vendors, with preference to those who feature mushrooms on their menus. Food vendors must have a Certificate of Insurance naming the Mushroom Festival as additionally insured. Food vendors also must have a Pennsylvania Health Department Certificate.

Food Vendor Fees:

- **\$775** for the 2-day event (10'X10' space) **\$875 after July 1, 2017**
- If you do not fit into the 10'x10' space, you must supply details of your set-up size requirements.
- Canopies **are required and must be used during festival hours.**
- Electric is available for an additional fee (see application)
- All fees must be submitted at the time of application. Those vendors not accepted will have their checks returned.

Application Procedure:

- **Completed application must include 4 pictures of food items, booth set-up and certificate of insurance.**
- The Selection Committee will meet every two weeks to consider all applications received at that time.
- The Committee's decision is based on the needs of the Mushroom Festival and the decision is final.
- Vendors will be notified **by email** of their acceptance status in a timely manner. Those accepted will receive space assignment and **set-up information in mid-August.**
- **Preference will be given to food vendors featuring mushrooms.**

General Rules:

- All food vendors must supply their own 10' X 10' canopy. Any vendor cooking with an open flame must have a **flame-retardant** canopy and ground cover must be used to protect the area from grease spills.
- The festival **does not** allow the use of **generators.**
- All display and selling areas must be placed within your 10' X 10' space. Items may not extend into the street more than 10 feet from the curb or extend behind your booth space.
- **Sidewalks must be kept open and clear at all times.**
- This is a family event. No flammable or harmful items may be displayed.
- No booth sharing is allowed.
- Overnight security will be provided. Each vendor is responsible for securing their booth.
- The Festival is not responsible for any loss or theft incurred by any vendor.
- Vendors are responsible for removing all trash from their area each evening and may not use Festival trash receptacles for its disposal.
- **Vendors are responsible for leaving their space clean after the event. Due to issues over the last few years, a cleaning deposit (Please submit a separate check) will be charged. This deposit will be returned upon final inspection of the site.**
- Vendor must notify the Mushroom Festival immediately of cancellation. No refunds will be granted within 30 days of the show.

Special Note:

Accepted vendors **will not** be allowed to use the name "Mushroom Festival" or any of the Mushroom Festival logos on their products without written permission from the Mushroom Festival Board of Directors.



Rules and Regulations

The Mushroom Festival requires that all food vendors participating in the Festival abide by the following rules and regulations. *Failure to comply may result in the closing down of your operation during the festival until in compliance.*

- All food vendors are responsible for obtaining the necessary permits through the Chester County Health Department. **Applications for Temporary Food Handling Permits MUST be submitted no later than August 10 to the Chester County Health Department.** The Chester County Health Department will be on site during the Festival for mandatory health inspections and will close any vendor that does not meet its requirements.
- **Within your booth space, you must have some type of ground cover to protect the street/ sidewalk.** Failure to do so will result in closing down of your booth until the ground cover is in place and loss of your Cleaning Deposit.
- All food vendors who cook with propane or an electrical hook-up will have a 5 lb., Multipurpose, ABC, or BC fire extinguisher readily available. The fire extinguisher must be inspected and tagged within the past year.
- Propane cylinders must be stored in an upright and secured position.
- No open flames such as candles, lanterns, kerosene or gas fired heaters and cooking equipment are permitted near or under combustible materials (i.e. canopies).
- **Hot surfaces from cooking and heating appliances, such as grills, hot plates and coffee makers, must be blocked so that the public is protected from physical contact with these appliances.**
- Exit door and aisles in the tent must be unobstructed to the vendors at all times.
- Deep fryers must have splash covers.
- No frayed wires or overloaded extension cords are permitted.
- An on-site inspection of vendor's space will be conducted by a member of the Fire Department.

If you have any questions concerning these requirements, please call the Mushroom Festival office at (610) 925-3373 or email at: mushroomvendors@gmail.com

Hold Harmless Clause:

Vendor, its officers, and members shall hold harmless and defend The Mushroom Festival, Inc. and its agents, officers and volunteers from all liability, judgments, suits, costs and actions, including attorneys' fees and all costs of litigation of every kind and description brought or rendered against The Mushroom Festival, Inc. as a result of loss, damage, or injury of persons or property by reason of any act of failure to act by its officers, members or volunteers.

I have read the terms and conditions as outlined in the Food Vendor General Information and Rules & Regulations (pages 1 and 2 of application), and agree to abide by them.

Signature of Applicant Business Name

Print name of Applicant

Date



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2017 FOOD VENDOR APPLICATION

Business Name: _____
 Proprietor or Event Contact Name: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Primary Phone: _____ Secondary Phone: _____
 Email: _____ (your acceptance information will be sent here)

All fees are for Saturday and Sunday. Participants are required to remain open during all Festival hours.

1. Number of 10' X 10' spaces: _____ @ \$775 per space **(\$875 After 7/1/2017)** \$ _____

*Vehicle size: _____ *If your booth does not fit in a 10' X 10' space, you must supply details of your size and needs to be considered as a participant. Additional fees will be applied to oversized spaces.

2. Power Needs: Generators are not allowed.

____ No electricity needed
 ____ Using Propane
 ____ 110V Hookup needed. \$75 **(\$100 after 7/1/2017)** \$ _____

3. Total enclosed for vendor space(s):
 \$ _____

ICE WILL BE AVAILABLE FOR PURCHASE AT THE FESTIVAL – BECAUSE WE DO NOT KNOW WHAT SIZE BAGS WILL BE DELIVERED, PREPURCHASE IS UNAVAILABLE. PRICES -- \$8 FOR 20 LB. BAGS OR \$6 FOR 16 LB. BAGS.

Cleaning Deposit – (will be refunded upon positive inspection of site) **(Must be separate check)** \$ **\$100**

Canopies are required. You must supply your own canopy.

The following must be submitted at time of application:

- ◆ Completed application
- ◆ Proposed menu (required of all food vendors) See page 4
- ◆ Four pictures of food and vendor booth (2016 vendors are exempt)
- ◆ Signed Hold Harmless Clause (keep copy for your files)
- ◆ Check for the appropriate amount made payable to Mushroom Festival, Inc. or credit card information
- ◆ Certificate of insurance naming Mushroom Festival, Inc. as additional insured for no less than \$1,000,000.

Failure to submit required information will delay this process.

The Committee's decision is based on the needs of the Mushroom Festival and is final. Vendors will be notified of their acceptance in a timely manner **by email**. **Please be sure to supply correct email address.**

Do not write in space below. FOR FESTIVAL USE ONLY
 Postmark date: _____ Check # _____ Credit Card info _____ Amt. _____
 Vendor accepted/rejected (circle one) Y N
 Check to treasurer: _____ Credit Card charged _____ Vendor notified: _____



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Credit Card Payment

By supplying the following information, your credit card will be charged for the full fee, as per your application, upon your acceptance as a Vendor at the 2017 Mushroom Festival on September 9 and 10, 2017.

Business Name: _____

Please Circle: Visa Mastercard American Express

Credit Card Number: _____ Expiration Date: _____

Security Number: _____

Name on Credit Card: _____

Billing Address of Credit Card: _____

Phone number: _____

Email: (to send confirmation of charge): _____

Authorized signature: _____

This form will be shredded after use or if not accepted as a vendor.