

Dear Food Vendors,

Help us celebrate our region's unique place in history and raise money for the David Bradford House! Enclosed are forms for food vendors for participation in Washington, PA's annual Whiskey Rebellion Festival. The annual Whiskey Rebellion Festival has become one of the region's top events and is one of the largest event held in Washington County. In fact, for the second year in a row the festival was voted the "Best Local Event" in Washington and Greene counties by the readers of the Observer Reporter Newspaper. Over 400,000 votes were cast in the "Best of the Best" contest to determine the winners.

Sponsored by The David Bradford House (a 501c3 charitable organization), the festivities will be held July 11-14, with food vendors needed July 12-14. The event will be promoted through an extensive marketing campaign including radio, newspaper, television & online advertisements, flyers, website, and direct mail.

THURSDAY: Farmer's Market Kickoff to Festival

FRIDAY: Free concerts all evening

SATURDAY: Parade, music all day, historical demonstrations and re-enactments, children's area, art show, historical mercantile/retail area, fireworks and more.

SUNDAY: "Church Social" with music and dancing; mercantile/retail area, tours, etc.

Visit the event website at www.whiskeyrebellionfestival.com for a full schedule.

We have grown over the past few years to an event that is now drawing 20,000-30,000 people over the weekend. The costs to support the food vendor area (electricity, security, cleaning/dumpsters, etc.) have also risen, resulting in an increase in the space fee.

FOOD VENDOR HOURS:

Thursday: set-up after 10pm (time may subject to change)

Friday: 4pm-11pm

Saturday 11am-11pm

Sunday 11am-3pm (tear-down Sunday after 3pm)

ALL FOOD VENDORS, including returning vendors, MUST submit a 2019 application on time and with the applicable fee. NO EXCEPTIONS.

The festival continues to evolve and grow. While we generally try to accommodate as many vendors as we have spaces, the festival reserves the right to limit vendors based on type of food, type of rig, or other factors. If accepted into this year's festival, you are not guaranteed the same space you may have had in previous years.

Please read all accompanying materials and return your completed signed application, space fee, photo of booth/rig, and copy of insurance certificate as soon as possible. Early applicants will be included on the festival website.

If you have any questions, please contact me at kathy@washcobar.org or by phone at 724.263.5353/c (please leave a message if no answer). Thank you for your cooperation.

Sincerely,

Kathy

Kathy Sabol, WRF Food Vendor Coordinator

2019 Whiskey Rebellion Festival -- Food Vendors

Washington, PA ~ Downtown

FOOD VENDOR RULES & INFORMATION

1. **ALL menu items must be listed on the application and will be accepted upon WRF Committee approval. Food vendor space is limited and acceptance into the festival of any food vendor is contingent upon approval of the WRF Committee.**
2. **All applicants must indicate their PA Sales Tax Number (if your items for sale are subject to sales tax), include a certificate of insurance and a check or money order made payable to the Bradford House (postdated checks will not be accepted). Vendors are responsible for obtaining and maintaining in full force for the duration of the WRF all necessary federal, state, local, or municipal permits, licenses, certificates, or approvals. Vendors are responsible for the proper collection and reporting of any federal, state, local, or municipal sales or use taxes and must comply with municipal laws, ordinances, and regulations. Insurance of exhibitor, booth and wares is the sole responsibility of the exhibitor.**
3. The entire food vendor space must be kept clean, safe, in sanitary condition, and secured in a proper manner as to prevent any risks to WRF patrons. All equipment (cooking utensils, electric cords and outlets, grills, microwaves, trailers, vans, etc.) must be maintained by the vendor in a safe and workmanlike manner and must comply with both Health Department and fire code regulations. **EACH FOOD VENDOR IS RESPONSIBLE FOR GREASE STAIN PREVENTION AND DISPOSAL OF GREASE. All water lines must be food-grade.** All refuse and other trash must be disposed of by vendor in a dumpster designated by the WRF Committee (grease may NOT be disposed of in dumpsters! Grease MUST BE disposed of by vendor).
4. **Concession stands will be assigned and must be manned at all times during the festival and remain set up until the close of the festival. THIS IS A SAFETY ISSUE. Early breakdown will subject the vendor to exclusion from future WRF participation.**
5. Ice will NOT be provided, but may be available for purchase. Access to water is not guaranteed.
6. A limited number of electrical outlets will be available - you must bring your own commercial-grade extension cords and power strips. **If you bring a supplemental generator, it must be SILENT. Vendors will be asked to leave the event if found to be tampering with electricity in area.**
7. Vendors must furnish their own set-up materials (tables, chairs, **garbage cans**, etc.). Vendors whose sites are under the Farmers Market Pavilion will not be required to have tents, but you may choose to have a tent to better define your area. Some vendors may not be under the Pavilion, and supplemental lighting will be necessary. The vendor area will be a paved public parking lot; no staking is permitted and vendors must bring own weights for tents. **Vendors are not permitted to attach any weights, tents, lights, signage or any other equipment or items to the Farmers Market Pavilion Structure.** Your car/truck/other private non-concession stand vehicle (including those used for storage) must be parked in a separate vendor-designated area.
8. Absolutely no alcoholic beverages are permitted to be served or provided by any WRF vendor unless specifically approved by WRF.
9. **Specific space location cannot be guaranteed** as location is dependent upon individual vendor needs (electric, water, etc.).
10. Vendors must be 18 years of age or older or accompanied by an adult, and must conduct themselves at all times in a competent, professional, and courteous manner. The applying vendor must be present at the WRF; in some instances, another representative may act in your place with pre-approval by the WRF. Please be able to fill customer orders as promised.
11. **The WRF reserves the right to rule on food, booths, etc. and also reserves the right to ask a vendor to leave the WRF or remove any menu items that do not conform to our guidelines.** Refunds will not be granted under such circumstances.
12. WRF provides "food vouchers" to some volunteers and committee members. **Vendors must agree to accept the vouchers and present them to the Food Vendor Coordinator on Saturday evening, at which time the vendor will be reimbursed.**
13. WRF reserves the right to limit sales of water and non-alcoholic beverages. Accepted vendors will be advised of restrictions.

MINIMUM SPACE FEE: 10' x 10' minimum space provided. For larger trailers or space needs, add an additional fee for each additional 10' x 10' (or portion thereof) space needed. Tent/rig must not interfere with adjacent spaces or walk areas. Storage boxes that may impose on a walkway shall not be placed beside booths. Refunds will not be granted for any reason after June 30. Booth space does NOT include space for non-concession stand vehicles (including those needed for storage); vehicles must be parked in the vendor-designated lot (see "parking permits" below).

PARKING PERMITS: Designated parking is provided for vendors. Only one parking permit is allotted per vendor, and will be issued as you enter the WRF. Please indicate on your application if you need to park trailers, panel trucks, etc.

SET-UP TIME: You may set-up Thursday night between 10pm and Midnight and Friday afternoon between Noon and 4pm. Everything you will need for your booth must be COMPLETELY loaded in no later than 4pm on Friday, at which time all major roads leading to the vendor area will be closed to traffic. All vendors MUST check-in with a WRF committee person in the vendor area prior to setting up. Vendor vehicles will not be able to enter or exit the site between 10am and the end of the festival on Sunday at 3pm. Vendors should be set-up and ready to sell by 4pm on Friday.

NO RAIN DATE: Emergency numbers are requested as every effort will be made to contact vendors if warranted.

ACCEPTANCE: You will receive notice by email or phone if/when you are accepted or rejected.

2019 Whiskey Rebellion Festival, Washington, PA

FOOD VENDOR APPLICATION

Minimum Application Fee & Deadline: \$450 if received by June 1; \$500 if received after June 1
Fee includes 10'x10' space; \$450 for each additional 10'x10' (or portion thereof) space being requested

NAME OF OWNER/OPERATOR: _____ On-Site for WRF?: Yes No

NAME OF FOOD VENDING BUSINESS: _____

PA Mobile Food Facility License #: _____ PA SALES TAX #: _____

BUSINESS ADDRESS (street, city, state, zip): _____

PHONE (H): _____ (W): _____ (C): _____

E-MAIL (required): _____ WEBSITE: _____

TYPE OF RIG: Tent Trailer Food Truck Other: _____ (Photo REQUIRED)

DIMENSIONS (INCLUDE hitch, overhangs, supply trailers, etc.) Total Width: _____ Total Length: _____

- 10'x10' or smaller: \$450 Application Fee (received by June 1; \$500 if received after June 1): \$ _____
 - Larger than 10'x10': Add \$450 for each add'l 10'x10' space needed. Add'l amount due: + \$ _____
 - \$50 DISCOUNT on each 10'x10' space if using biodegradable/compostable serving ware: - \$ _____
 - \$50 DISCOUNT on each 10'x10' space if no electricity requested/required: - \$ _____
- TOTAL DUE: \$ _____

Do you require electricity? YES No If YES: 110 line/20 amps 110/30 220/30 220/50

LIST equipment requiring electric (lights, fryer, freezer, etc.): _____

Do you intend to use a (silent!) generator if no electric requested/required? YES No

Do you require a water hook-up for product (not clean-up)? YES No (water lines MUST be food grade)

MENU. List/attach all menu items to be sold. WRF reserves right to require removal of any products that are not pre-approved:

SETUP. All food vendors must be set-up prior and ready to sell by 4pm on Friday. (Tear-down 3pm Sunday)

How much time will you require for set-up? _____ Time required for tear-down _____

What time do you plan to set-up?: **CELLPHONE TO CALL FOR LOAD-IN:** _____

Thursday after 10pm (but before 12am). Estimated time of arrival for set-up: _____

OR Friday between Noon and 4pm. Estimated time of arrival for set-up: _____

YES! I am interested in setting up at the Washington Park from Noon to sunset on Saturday, and on Sunday afternoon (there is no electric and no water source at the park) - only 1-2 vendors needed (Fee: \$150).

I have reviewed the accompanying information and agree to abide by these rules and regulations. In addition, I agree to indemnify, hold harmless, and defend The Bradford House, the Whiskey Rebellion Festival and any directors & officers thereof from and against any and all liabilities, costs, losses, theft, settlements, expenses, or other damages in connection with, arising from, or related in any way to the Whiskey Rebellion Festival, including the sale of products, services, other items or use of occupancy of assigned space, as well as any circumstance making it illegal or impossible to conduct the Whiskey Rebellion Festival, including acts of God, war, government regulations, disaster, or civil disorder.

SIGNATURE: _____ DATE: _____

Return signed contract, check payable to "The Bradford House" and application to:
Application may also be faxed to 724.225.8345 or scanned/emailed to kathy@washcobar.org
(Early applicants may receive promotional consideration;
Late applications may be accepted if space permits) Questions? 724-263-5353.

Kathy Sabol
WRF Food Vendor Coord.
c/o 119 S. College St.
Washington, PA 15301

DATE APPLICATION RECEIVED: _____ DATE APP FEE RECEIVED: _____ CK #: _____ CK AMT: \$ _____