



37th Annual Wine Country Harvest Festival · September 28– 30, 2018

Festival Hours: Friday: 4 PM – 9 PM · Saturday: 11 AM – 9 PM · Sunday: 11AM – 4 PM

More festival information available at: www.nechamber.org

FOOD VENDOR APPLICATION

**Gravel Pit Park is open to FOOD TRUCKS/TRAILERS only. No tent set-ups are allowed in Gravel Pit Park.
Gibson Park is open to tent set-ups and Food Trucks/Trailers**

BUSINESS NAME _____

NAME _____

ADDRESS _____

CITY _____ ST _____ ZIP _____ EMAIL _____

PHONE () _____ CELL () _____ EMERGENCY() _____

PA SALES TAX ID# _____ VEHICLE LICENSE # _____ AMP Service needed _____

PLEASE NOTE: In order to encourage a greater variety of menu options for our patrons and a successful weekend for our food Vendors, with limited exceptions, no duplication of Main Menu items in the same park will be permitted without approval. Food approval is at the discretion of the Event Coordinator and may be granted.

Anyone disagreeing with the decision of the Event Coordinator will be asked to leave.

Absolutely no arguing will be tolerated.

Please email holly@nechamber.org for current item availability.

Listing of **all** items on your menu (please use additional sheet if needed): _____

**** NOTE: Your menu is not approved until you receive your confirmation letter via USPS mail ****

Pricing per space (includes electrical service)	Non- Chamber Member		North East Chamber Members: <i>Please deduct \$50 from the cost of each Vendor Space!</i>
	Before 8/1	After 8/1	
13 x 20 Space – 1-3 food menu items (excl. beverages)	\$345	\$395	
13 x 20 Space – 4-6 food menu items (excl. beverages)	\$395	\$445	
13 x 20 Space - More than 6 food menu items (excl. beverages)	\$445	\$495	

Limited spaces are available for the event. Spaces are assigned on a first come/first served basis.

Number of spaces needed: _____ Price of each space: \$ _____ Total amount remitted: \$ _____

I hereby agree to abide by the rules set forth on the enclosed information sheet. I understand that, if I fail to comply with the rules of the festival, I will be asked to leave and that booth space rental is non-refundable. I understand that, if my vehicle is parked illegally or if I fail to display my Exhibitor Parking placard in my vehicle, my vehicle will be ticketed and towed. I hereby relieve the North East Area Chamber of Commerce and its agents and/or the Borough and Township of North East from any responsibility for damage, theft, or injury to myself, my agents, or property during the Wine Country Harvest Festival.

The North East Area Chamber of Commerce reserves the right to determine suitability. If you are asked to leave, you will forfeit your space rental charge.

Signature _____

Date _____

Please return this form along with payment and **certificate of liability insurance** to:

North East Area Chamber of Commerce

44 W. Main St. North East, PA 16428, holly@nechamber.org or fax to 814-725-3994

ABSOLUTELY NO APPLICATIONS WILL BE ACCEPTED AFTER SEPTEMBER 14, 2018

IF PAYING BY CREDIT CARD: _____ / _____ (CIRCLE ONE) VISA MC DISCOVER
Card Number Exp. Date Security Code *We do not accept American Express

PLEASE READ THE FESTIVAL POLICIES ON THE FOLLOWING PAGE

Gibson Park	Downtown – handcrafted items & artisans, food vendors, wine
Gravel Pit Park	1.5 miles west of town – Commercial vendors, handcrafted items food vendors, stage, wine tents

Applications are accepted on a first-come, first-served basis. Limited applications will be accepted in each park. A confirmation e-mail will be sent once we have received your application. We will contact you immediately if we are unable to accommodate you. You will be notified of your booth upon arrival at the festival. You will receive a vendor packet containing wristbands and parking passes 1 week prior to the festival.

YOUR ASSIGNED SPACE NUMBER IS FINAL. NO REFUNDS WILL BE MADE AFTER AUGUST 1, 2018.

To contact the WineFest Committee, call 814-725-4262 or e-mail holly@nechamber.org.

ASSIGNMENT OF VENDOR SPACE:

Space will be assigned with due consideration to a Vendor's preference **based upon date of receipt of application & payment**. Specific space locations and/or exhibitor requests cannot be guaranteed. All requests for specific space and/or special requests are subject to review and approval by the WineFest Committee. **You are to set up in the space number provided. NO EXCEPTIONS. Setting up in a space other than the number provided will result in removal from the festival.**

BOOTH DIMENSIONS AND DESIGN:

Booth size will be 13' x 20'. If you take up more space than that – in width or depth – you will be charged for additional space.

Space reservations are for space only. Tables & chairs are not provided. Vendor is responsible for own signage. All booths must be enclosed food trucks or trailers. No bolts, screws, hooks or nails shall be driven into buildings, trees, sidewalks or pavement.

LIABILITY AND INSURANCE:

Security is the responsibility of the Vendor. Although security will be provided, neither the sponsors, the employees thereof, nor their representatives, nor any employee of the North East Area Chamber of Commerce will be responsible for injury, loss, or damage that may occur to the Vendor, the Vendor's employees or property from any cause whatsoever prior, during or subsequent to the period covered by the contract. Furthermore, the Vendor, upon signing this contract, expressly releases the sponsors, North East Area Chamber, its employees and representatives from, and agrees to indemnify same against any and all claims for such damages or injuries.

Food Vendors must provide proof of general liability coverage (minimum \$300,000 per occurrence) and **the North East Area Chamber of Commerce must be listed as an additional insured.**

ELECTRICITY:

Standard 110V service will be provided to each exhibitor. Please notify us at the time of application if you require access to 220V. You **MUST** contact Tim Ziek at 814-449-7512 if you are in Gravel Pit Park to set up your electric needs.

BOOTH SPACE SET-UP AND CARE:

Set-up time in Gibson Park is prior to 2:00 pm Friday. All food vendors in Gravel Pit Park **MUST arrive at 11:00am SHARP** so that you can properly be maneuvered into place. Vehicle access to the parks will be limited after 2:00 pm.

All Vendors must have all food prices posted at all times in plain sight of staff and patrons.

Sidewalks and walkways **MUST** be kept clear. All vendor products and materials must be stored and maintained within booth space allotted. Storage – boxes, etc. – must be either in the tent

or behind it; no storage will be permitted beside the tent. Trash must be placed in dumpsters at the close of each day. Large items, such as packaging and/or boxes, must be broken down.

There can be no dumping of batter, gray water or grease in dumpsters or on street, grass or down municipal drains.

FESTIVAL HOURS:

Your booth must be open all three days of the festival during regular festival hours. **If you close or break down early, you will not be invited to return the following year.**

TRAFFIC AND PARKING:

Traffic and parking patterns will change to accommodate various events during the festival. It is your responsibility to be aware of traffic and parking restrictions.

Exhibitor Parking placards must be displayed on vehicle dashboard at all times. **Illegally parked or unidentified vehicles will be ticketed and/or towed.** The areas around the parks are for **LOADING AND UNLOADING ONLY.**

HEALTH AND TAX DOCUMENTATION:

Be aware that the PA Dept. of Revenue and Erie Co. Dept. of Health will be on site during the festival to check for Sales Tax ID and food handler permits. Food Vendors are required by PA law to hold a Temporary License. Licenses are issued on site, subject to inspection by an Erie Co. Dept. of Health official and receipt of \$35 licensing fee, payable to the Erie Co. Dept. of Health at the time of inspection.

REASSIGNMENT OF SPACE:

Vendors may not permit other companies to use their space, or any part thereof, without express written permission of the WineFest Committee

CANCELLATION POLICY:

WineFest 2018 will take place rain or shine. NO refunds will be issued due to weather. Should a Vendor find it necessary to cancel his/her space, written notice must be sent **before Aug. 1, 2018** in order to receive a refund. Refunds are issued at the sole discretion of the WineFest Committee. Cancellations received after Aug.1 will not receive a refund of the Exhibitor's fee.

AMENDMENTS:

The North East Area Chamber of Commerce and the WineFest Committee shall have full power to interpret or amend these rules. In the event that these stated policies do not appear to cover a specific situation(s), the North East Area Chamber reserves the right to make such rulings as may be in the best interests of the festival, and the Exhibitor agrees to abide by such rulings.

PLEASE NOTE: Pets are prohibited in Gravel Pit Park. Pets in Gibson Park must be on a leash at all times.