



P.O. Box 631
4 North Centre Street
Philipsburg, PA 16866

www.philipsburgheritagedays.com



NOTICE
PLEASE READ AND NOTE NEW INSURANCE REQUIREMENTS
(updated 2/16/2014)

Recently, we have been notified by our insurance carrier that changes must be made to the requirements for vendors and crafters to participate in Philipsburg Heritage Days. These changes have been effect with other Fairs and celebrations and now must be applied to our celebration.

ALL FOOD VENDORS must provide to the Philipsburg Heritage Days Committee the following:

- **A Certificate of Insurance that will list the Philipsburg Borough as Certificate Holder and Additional insured.**
- The Certificate of Insurance will have a minimum limit of **\$300,000** required for Commercial General Liability, including “Products and Completed Operations”.
- If the Food Vendor has a trailer/stand that is used during the celebration, the Certificate of Insurance should include automobile liability, including trailers, and also listing Philipsburg Borough as Additional insured.
- **IF A FOOD VENDOR HAS PAID EMPLOYEES, WE WILL NOT REQUIRE PROOF OF WORKMAN’S COMPENSATION COVERAGE WITH STATUARY LIMITS. HOWEVER, IF A FOOD VENDOR DOES HAVE PAID EMPLOYEES, THEY TAKE TOTAL RESPONSIBILITY FOR COMPLIANCE WITH THE REGULATION AND FULL RESPONSIBILITY FOR ANY CLAIMS.**

ALL CERTIFICATES OF INSURANCE WITH THE ABOVE REQUIREMENTS MUST BE RECEIVED BY THE PHILIPSBURG HERITAGE DAYS COMMITTEE PRIOR TO PHILIPSBURG HERITAGE DAYS. FOOD VENDORS WILL NOT BE PERMITTED TO SET-UP UNTIL THE CERTIFICATE OF INSURANCE HAS BEEN PROVIDED AND ACCEPTED. THERE WILL BE NO EXCEPTIONS.



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FOOD CONCESSIONS TERMS AND CONDITIONS

FESTIVAL DATES: Wednesday, July 8TH through Saturday, July 11TH, 2020
FESTIVAL TIMES: Wednesday - Friday 10:00 AM -- 9:30 PM, Saturday 10:00 AM – 9:00 PM

Fees and Application Deadlines:

\$275 if you apply and pay on or before May 30.

\$300 if you apply and pay after May 31.

Deadline for applications is June 15.

You must commit to minimum three (3) consecutive days. We do not accept one or two day vendors. No Exceptions.

Application Procedure:

1. Your completed application (Note: An application form must be completed for each unit).
2. Insurance documentation (NEW for this year – see instructions on cover page)
3. Check payable to: Philipsburg Heritage Days

You will need to have a current license with the Department of Agriculture and/or agree to inspection and fee at the show.

Mail items 1, 2, 3 above to:

Philipsburg Heritage Days
P. O. Box 631
Philipsburg, PA 16866

Your check is your receipt. Cash will not be accepted. **If you supply an e-mail address in the application form, we will notify you of the status of your application.** Upon acceptance: The application fee is non-refundable.

Water and Electricity:

Philipsburg Heritage Days will provide water service and 110v or 220v power. Please make sure you indicate required amp and volts on the application form.

Vendor is responsible for: 1) Drinking water approved hose 2) all electric cables from power supply box to your spot.

We will not replumb or rewire any vendor booth or trailer. No power cords will be provided.

Please take a note of these other important guidelines:

1. Setup Time: New setup hours Tuesday, July 7TH 5:00 PM. Food vendors ONLY will be admitted first for setup. Crafters will be admitted at 6:30 PM. **No early setup – NO EXCEPTIONS!**
2. Booths must remain open from 10:00 AM to 9:30 PM on Wednesday through Friday and Saturday from 10:00 AM until 9:00 PM (flexible during the parade). The parade will end on Front Street on Saturday.
3. The fair will remain on the street Wednesday through Saturday.
4. The Committee reserves the right to approve all food being served to minimize duplication. Be sure to state on your application the food you wish to serve. In cases of duplication of food items, priority will be given as follows:
 - a. First, to vendors who have participated in prior years.
 - b. Second, according to the date application and payment are received.
5. Vendors are responsible for securing tents and stands to the ground in case of inclement weather.
6. Vendors are responsible for cleaning up their stand each night and upon tearing down of their stand.

7. Recycling and Garbage Disposal (strictly enforced):

- Vendor is responsible for all recycling and proper disposal of garbage.
 - Cardboard boxes must be broken down and put in recycling containers.
 - Garbage must be disposed of in appropriate dumpster.
 - Used kitchen grease CANNOT be dumped in storm drain or left behind.
 - **ANY KIND OF REFUSE CANNOT BE LEFT ON STREET OR SIDEWALK.**
8. Ice must be purchased from the Heritage Days Committee stand.
 9. The sponsor will not assume responsibility for damage, loss or injury that may occur to the vendor or the vendor's belongings.
 10. You must provide and empty your own trashcans.
 11. You are not permitted to dump water onto the street from sinks or holding tanks.

12. Pets are not permitted in booths or exhibit areas – absolutely no exceptions.

If you have any questions, please send e-mail to
info@philipsburgheritagedays.com



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2020 FOOD CONCESSION APPLICATION

(PLEASE PRINT)

Name of Concession: _____

Contact Person: _____ Telephone: _____

Address: _____

E-mail Address: _____ **(required for notification of application status)**

Please list the types of food you will be serving or attach a separate sheet:

Total width and length of stand **including hitch**: Width: _____ Length: _____

Do you serve patrons from the end, side, etc? _____

To provide adequate power for you, please provide the following:

Total power demand for your unit: _____ (AMPS)

Do you use 110 or 220 (please circle): 110 220

Please list appropriate amps for all appliances, lights, etc:

Food vendors will set-up on Tuesday July 7th after 5:00 PM. No early set-up permitted.

I have reviewed the Insurance Requirements (cover page of this packet) and including appropriate insurance documents with this application. I have also received and reviewed the terms and conditions sheet (pages 2 and 3), and I understand and agree to all terms and conditions as outlined.

Owner signature: _____ Date: _____

Print Name: _____

FOR COMMITTEE USE ONLY:

DATE APPLICATION RECEIVED: _____ Payment received: Yes (amount \$ _____) No _____

If accepted, date e-mail notification sent (if e-mail address provided): _____

If not accepted, date application and payment returned: _____