



# THE MUSHROOM FESTIVAL, INC.

P.O. Box 1000 KENNETT SQUARE, PA 19348

Email: [vendors@mushroomfestival.org](mailto:vendors@mushroomfestival.org)

## THE MUSHROOM FESTIVAL 2012 FOOD VENDORS RULES & REGULATIONS

### 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 8th and 9th, 2012** 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:

- **\$750** for the 2-day event (10'X10' space)
- If you do not fit into the above space, you must supply details of your set-up size requirements.
- Canopies (required), tables/chairs, and electric are 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 and booth set-up.
- 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 is final.
- Vendors will be notified 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 vendors featuring mushrooms.**

### General Rules:

- All food vendors must supply their own 10' X 10' canopy or rent one of ours. Any vendor cooking with an open flame must have a **flame-retardant** canopy.
- The festival does not allow the use of **generators**.
- All display and selling area 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.
- 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.



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**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 Rules & Regulations and the attached Food Vendor Safety Requirements, and agree to abide by them.**

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**Signature of Applicant Business Name**

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**Print Name of Applicant Date**



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**The Mushroom Festival requires that all food vendors participating in the festival abide by the following safety requirements. Failure to comply may result in closing down of your business.**

- All food vendors are responsible for obtaining the necessary permits through the Chester County Health Department.
- 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 need to 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: [vendors@mushroomfestival.org](mailto:vendors@mushroomfestival.org).



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## 2012 FOOD VENDOR APPLICATION

Business Name: \_\_\_\_\_  
 Proprietor or Event Contact Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Cell/Pager: \_\_\_\_\_ Email: \_\_\_\_\_

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

Number of 10' X 10' spaces: \_\_\_\_\_ \$750 per space (2 days ) \$ \_\_\_\_\_

\*Vehicle size: \_\_\_\_\_

Number of 8' X 30" tables/2 chairs: \_\_\_\_\_ \$40 per set /2 days (\$50 after 7/1/2012)

\$ \_\_\_\_\_

Number of 10' X 10' canopies: \_\_\_\_\_ \$120 per canopy / 2 days (\$150 after 7/1/2012)

\$ \_\_\_\_\_

**\*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. Canopies are required. You must supply your own canopy or rent ours.**

Power Needs: **Generators are not allowed.**

\_\_\_ No electricity needed

\_\_\_ Using Propane

\_\_\_ 110V Hookup needed. \$75 / 2 days (\$100 after 7/1/2012) \$ \_\_\_\_\_

Ice: Number of 16 pound bags: \_\_\_\_\_ \$5.00 per bag (\$6.00 day of event) \$ \_\_\_\_\_

### The following must be submitted at time of application:

- \_\_\_ Completed application
- \_\_\_ Proposed menu (required of all vendors) See page 3
- \_\_\_ Four pictures of food and vendor booth (2011 vendors are exempt)
- \_\_\_ Signed Rules & Regulations Statement (keep copy for your files)
- \_\_\_ Check for the appropriate amount made payable to The Mushroom Festival, Inc. 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 is final. Vendors will be notified of their acceptance in a timely manner.

### Failure to submit required information will delay this process.

**PLEASE NOTE: UPON ACCEPTANCE, ALL FOOD VENDORS WILL BE REQUIRED TO PROVIDE PROOF OF INSURANCE NAMING "THE MUSHROOM FESTIVAL" AS ADDITIONALLY INSURED. WE MUST RECEIVE THIS PROOF AT LEAST TWO WEEKS PRIOR TO THE FESTIVAL OR YOU WILL NOT BE ALLOWED TO PARTICIPATE.**

*Please do not write in the box below. Festival use only.*

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|--|
| Postmark date: _____ Check # _____ Amt. _____<br>Vendor accepted/rejected (circle one)            Y            N<br>Check to treasurer: _____ Vendor notified: _____ |
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**Food Vendor Application**

**Page 3**

Business Name: \_\_\_\_\_

List all food and drink items to be sold:

**Menu Item**

**Price**

NOTE: Vendors will be selected based upon menu items described above. **Priority is given to those food vendors featuring Mushrooms.** To avoid duplication, not all menu items listed above may be approved. Vendors agree to serve only those items that have been approved. Any changes in menu must be submitted in advance, in writing, and approved by the Committee.