

Saturday, October 12th 9:30 am – 5:00 pm
Sunday, October 13th 11:00 am – 5:00 pm

Adams Ricci Community Park, 100 East Penn Drive, Enola, PA 17025



Thank you for your interest in the 21st Annual Pennsboro Pumpkin Fest. We invite you to register for our event and help us put on a great show for thousands of visitors from all around the mid-state area. The site of Pumpkin Fest allows for approximately 250 – 20ft x 20ft lined spaces.

Booth Space rental fees for 2019 are:

- \$300.00 = Commercial Food Vendors
- \$100.00 = Not for Profit Organizations 501c3 offering food
- \$100.00 = Craft Vendors
- \$100.00 = Business Vendors
- \$ 60.00 = Not for Profit Organizations not offering food

2019 Vendor Registration opens May 1, 2019. Application forms are included and also available at www.eastpennsboro.net under the Pumpkin Fest tab. The date for final applications for vendors is **August 30, 2019**. Past vendors need to submit their applications by **July 26, 2019** to retain your 2018 booth space. There is no guarantee the same space will be granted, but we will do our best to accommodate.

Enclosure 1 of this document provides details for Commercial Food Vendors. Changes have been made from previous years, so please read document fully. The enclosure also provides requirements for Food, Amusement, and Entertainment Event Insurance and PA State Food Service Certifications to be displayed in your booth. Due date for Food Vendors is **August 1, 2019**.

Enclosure 2 of this document provides the rules and regulations that apply to ALL vendors during the event. The Pumpkin Fest committee reserves the right to deny applications for ANY reason. Please review all the rules (Enclosures 1 & 2), as rules have changed from previous years. The Recreation Department will be happy to answer any questions you may have.

Submit the appropriate application with payment to the location listed below. Food vendors have additional questions and requirements.

Please note: Friday set up of trailers and tents is available for an additional \$15.00 fee. Please read the rules for Friday set up in the Enclosures.

**East Pennsboro Township
Attn: Recreation
98 S. Enola Drive
Enola, PA 17025**

Visit eastpennsboro.net under the 'Pumpkin Fest' tab or check our Facebook page, "Pennsboro Pumpkin Fest" for more information on event schedules, entertainment, booth layout and sponsorships. Questions about the event can be directed to Skylar Cohick, Recreation Coordinator at scohick@eastpennsboro.net or 717-732-0711 ext. 1215.

Enclosure 1: Special Requirements and Rules apply to Commercial Food Vendors, Not for Profit Food Vendors, Amusement & Entertainment Vendors.

Our Food Vendor participation program has changed from previous years. We have suspended the former profit percentage rules that stated 20% of profits made from the event are required to go to a Not for Profit. Although the payback is no longer required, Food Vendors are still encouraged to donate a percentage of profits to a Not for Profit of their choice.

Food Vendor Applications must be received by August 1, 2019.

1. Food, Amusement and Entertainment Vendors in this category must provide East Pennsboro Township Recreation Department a Certificate of Insurance showing at least \$1,000,000 limit of General Liability stating that East Pennsboro Township is an additional insured for the period of Friday, October 11, 2019 until Sunday, October 13, 2019.
2. All food vendors should provide East Pennsboro Township with a copy of their Retail Food License or a Food Establishment Permit.
3. All food vendors are required to use utensils or wear gloves when handling food at the event. All those handling food will abide by the East Pennsboro Township food regulations. All food vendors are required to display food establishment permit (state or local) and ServSafe certificates during the event.
4. The use of generators is **discouraged**. If a generator is necessary, they must be muffled, vented and shielded from the public. The noise level must not exceed 70db. Generator use is restricted to the space assigned. **No truck or car idling is allowed**. Generators may not exhaust fumes into the visitor walkway. Vendors who are observed to have loud generators must attempt to reduce the noise level and exhaust during the event. If unsuccessful, vendors may be asked to move to another edge space away from visitor traffic. Vendors who make no attempt in the current year to reduce the noise of the generator will have their application rejected for the following year.
5. Food Vendors should submit a list of all food items they intend to sell at this event with their registration/payment. All food vendors' menu items will be reviewed and duplicate menu items will be limited, up to the discretion of the Pumpkin Fest Committee.
6. Food Vendors who cannot fit their trailer into a 20x20 ft. space will need to purchase an additional space for \$100.00. Large trailers may not be parked outside of the assigned space or adjacent vendor's spaces. Corridors for visitors must be kept clear during the event.
7. **Do not dump grease or cooking ingredients onto the event field.** Hot oil must be removed from the park by the Food Vendor at the end of the event. Stack vendor waste bags in the blue containers positioned in the corridors. Township personnel will pick up bagged waste from cleanup at the end of the event.

Enclosure 2: General Rules & Regulations Apply to ALL Vendors – Food Vendors, Crafters, Artists, Businesses, Community Non-Profit Groups and Churches

1. The following are STRICTLY PROHIBITED from being sold, given away or offered: weapons of any kind, including firearms, toy weapons, knives, pepper spray, tear gas or striking tools. Also prohibited: obscene materials, body piercing, permanent tattoo, drug related items, gambling, alcoholic beverages, open flames (except for cooking), sale or donation of live animals (except goldfish) or pets of any kind. East Pennsboro Township representatives and the Pumpkin Fest Committee reserve the right to reject any application from any vendor offering unsuitable merchandise. This is a family-friendly event. Displaying things unsuitable for viewing by young children is prohibited.
2. Unauthorized motor vehicles are prohibited in the immediate fair area during Pumpkin Fest hours of operation. These vehicles include: golf carts, ATV's, motorcycles, cars or trucks. Skateboards, rollerblades and bicycles are also strictly prohibited in the event area.
3. No vendor is granted any type of exclusive rights for items they are selling. All vendors are subject to be limited in what products they may offer.
4. No electrical service is available for use by vendors.
5. Vendors may request a Friday set-up between 3-7pm for an additional \$15.00 fee. One fee per vendor regardless of the number of booths you are assigned. You must request this service on your application. You must be able to lock up trailers or booth items. **Vendor merchandise may not be stored in the open overnight.** No merchandise or food items may be sold Friday.
6. If you do not elect to setup Friday evening, Pumpkin Fest vendors may begin set up on Saturday after 6:30 am. Vendors must be ready to open for business by 9:30 am Saturday and 10:30 am Sunday. All displays must be removed from the park by 8:00 pm on Sunday. The Township Police Department will have a patrol vehicle on the premises October 11th and 12th starting at 8:00 pm until 8:00 am. East Pennsboro Township, Township Staff and Pumpkin Fest Committee volunteers assume no liability or responsibility for merchandise lost, stolen or damaged.
7. ABSOLUTELY NO REMOVAL OF BOOTH DISPLAYS before 5pm Saturday and Sunday. If you have any questions regarding tear down time, call the Recreation Department prior to the event at 717-732-0711 option 3 before 12 noon Friday October 11, 2019.
8. All vendors offering prize baskets, raffles, drawings and various other giveaways must choose a winner and attempt to present the prize or gift by closing, 5:00 pm on the Sunday of the event. Vendors are subject to PA Law Act 92 of 2013 for registering their intent to conduct a drawing or raffle under the Small Games of Chance Rules. Gambling games of chance are not permitted.

9. Each vendor will receive one (1) parking permit for a vehicle during Pumpkin Fest. This allows you to park in the designated Vendor Parking Lot behind the Gazebo Stage. You may park your vehicle within your 20x20 space as well – no permit needed. Additional parking is available throughout the park.
10. Unloading of equipment or moving equipment to your booth shall be the responsibility of the vendor. Do not block the area or aisles with your vehicle. Pumpkin Fest Committee volunteers or park personnel will not be required to assist.
11. Township park rules and regulations are posted at the park entrances as well as the East Pennsboro Township website (www.eastpennsboro.net). The basic rules must be obeyed during this event. EXCEPTION TO PARK RULES DURING PUMPKIN FEST: Dogs and domesticated animals are prohibited on Adams Ricci Community Park Fields A, B, C, D, T, and #3 (the immediate fair area) during Pumpkin Fest hours of Saturday 8 am – 5 pm and Sunday 10 am – 5 pm. Vendors are not allowed to have dogs or other pets in their booth space.
12. Vendors who offer educational, political, religious and/or promotional material to the public may not attempt to force any member of the public to accept the material. Volunteers, workers and booth owners are confined to the area within their assigned space and may not canvass the park. Promotional material and exhibits are limited to the lined vendor space. Vendors may not place educational, promotional, political or religious material on parked cars during Pumpkin Fest. Advertising within the park outside your booth via signs, leaflets or handouts is NOT permitted.
13. Vendors may not interfere with the public's enjoyment of the Pumpkin Fest. The event director will request the individual(s) to leave the site immediately. If the individual(s) refuse to leave, local authorities will be contacted to assist in removing the individual(s) from the event site. Any vendor wishing to report an incident should go to the Police Booth (if appropriate) or the Information Booth.
14. Should you require a payment receipt, please enclose a self-addressed stamped envelope with your payment.
15. Your assigned vendor booth number and vendor parking permit for (1) vehicle will be emailed 2 weeks prior to the date of the event. Other accommodations can be made by contacting the Event Coordinator.
16. Vendors using tents must supply weights or rope anchors to ensure stability in high winds during the show.
17. No spaces can be subleased or given away to any other person or group. Encroachment on spaces not assigned to you is not permitted.
18. In the event you cancel your participation the week of the event, no refund will be given.

PUMPKIN FEST VENDOR APPLICATION
Detach & Return to East Pennsboro Township with your payment
All Vendors (except Food)

VENDOR NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

CONTACT PERSON: _____

PHONE: _____ E-MAIL: _____ NO E-MAIL: _____

**** Please fill in email address correctly as it will be our main form of communication**

Provide past booth number(s). There is no guarantee to provide that space. _____

Do you have a generator for you booth: (please check one) _____ Yes _____ No

Request Friday set-up? Additional \$15.00 fee _____ Yes _____ No

LIST ALL ITEMS FOR SALE (please be specific or application will not be approved):

Arts, Crafts, Businesses and Community Groups = \$100.00 per booth

Not for Profit Vendors (501 c 3) = \$ 60.00 per booth

NUMBER OF 20 X 20 FT SPACE(S): _____

Add FRIDAY SETUP FEE: \$15.00

AMOUNT ENCLOSED: _____

Checks payable: East Pennsboro Township

By my signature, I certify that _____ and its representative(s) agree to abide by the rules and regulations developed by the Pumpkin Fest Committee as outlined above. Failure to comply with these general rules and provisions can result in your group(s) immediate expulsion from the event with no refund. Vendor agrees to indemnify, defend and hold harmless, East Pennsboro Pumpkin Fest and East Pennsboro Township Commissioners, volunteers, staff and residents from any liability including personal injury or death, any losses due to weather, lack of business or any other reason that results from Vendors operation at the Pennsboro Pumpkin Fest set forth above.

Space rental fee must accompany the signed contract.

Signature of Vendor/Owner

Date

PUMPKIN FEST VENDOR APPLICATION
Detach & Return to East Pennsboro Township with your payment
Food Vendors

VENDOR NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

CONTACT PERSON: _____

PHONE: _____ E-MAIL: _____ NO E-MAIL: _____

**** Please fill in email address correctly as it will be our main form of communication**

Provide past booth number(s). There is no guarantee to provide that space. _____

- Do you have a generator for your booth: _____ Yes _____ No
Requesting Friday set-up? _____ Yes _____ No
Do you have a current Food Establishment Permit (State/Local agency)? _____ Yes _____ No
Do you have Food Safety Certification recognized by ANSI (ServSafe)? _____ Yes _____ No
Do you have a current liability insurance policy covering your food stand? _____ Yes _____ No
- **Please send copies of all of the above with your application**

List or attach complete food menu (please be specific or application will not be approved):

NUMBER OF 20 X 20 FT SPACE(S): _____

AMOUNT: \$300.00 per Commercial Food Vendor
\$100.00 for each additional booth needed
\$125.00 for Not for Profit organization providing food
FRIDAY SET UP FEE: \$15.00

Checks payable: East Pennsboro Township

By my signature, I certify that _____ and its representative(s) agree to abide by the rules and regulations developed by the Pumpkin Fest Committee as outlined above. My Business or Organization has the required insurance coverage specified in Enclosure 1. Failure to comply with these general rules and provisions can result in your group(s) immediate expulsion from the event with no refund. The Vendor agrees to indemnify, defend and hold harmless, East Pennsboro Pumpkin Fest and East Pennsboro Township Commissioners, volunteers, staff and residents from any liability including personal injury or death, any losses due to weather, lack of business or any other reason that results from Vendors' operation at the Pennsboro Pumpkin Fest set forth above.

Space rental fee must accompany the signed contract.

Signature of Organization Representative

Date