

Saturday, October 9th 9:30 am – 5:00 pm
Sunday, October 10th 11:00 am – 5:00 pm

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



After last year's disappointing cancelation, Pumpkin Fest is back for 2021!

Please read the following carefully as changes have been made to the application process.

Thank you for your interest in being a part of the 22nd Annual Pennsboro Pumpkin Fest. It is with mindful consideration that restrictions have been put in place to support the on-going efforts to maintain the safety and well-being of our patrons and vendors. To ensure social distancing at the venue, there will be fewer booths, a different numbering system than in previous years and only 1 space per non-food vendor. A selective approval process has been developed in order to promote a family-friendly environment. Due to limited space, priority will be given to the following: Craft, Food and Township-Based Groups. All other applicants (Business, Direct Sales, Non-Profit Organizations, etc.) will be considered, space permitting. Vendors from previous years are not guaranteed acceptance in the 2021 event. **East Pennsboro Township Representatives and the Pumpkin Fest committee reserve the right to deny applications for ANY reason.**

**** NEW FOR 2021 ****

ALL VENDORS must provide a Certificate of Insurance showing at least \$1,000,000 limit of General Liability stating that East Pennsboro Township is an additional insured for October 8, 2021 until October 10, 2021.

Rental Fees for 2021:

Vendor Booth size is 20ft x 20ft. Rental fees include both days of the event. Friday set-up is available for an additional \$20.00 fee (see rules in the Enclosures). Payment is required when applying; checks made payable to East Pennsboro Township will be held until the application is accepted.

- \$350.00 = Commercial Food Vendors
- \$150.00 = Craft Vendors
- \$150.00 = Business and Direct Sales Vendors
- \$150.00 = Township-Based Community and Civic Groups
- \$100.00 = Non-Profit Organizations with proof of 501c3

2021 Vendor Registration opens June 1, 2021. Application forms are included and available at **www.eastpennsboro.net** under the Pumpkin Fest tab. The deadline for applications is **July 16, 2021**. The Pumpkin Fest Committee will review and make final decisions regarding acceptance for participation. There is no guarantee that all previous vendors will be accepted. Vendors will be contacted by **August 1, 2021** with a decision on their eligibility.

Enclosure 1 of this document provides details for Commercial Food Vendors.

Enclosure 2 of this document provides the rules and regulations that apply to ALL vendors. Please review all of the rules before applying and contact the Recreation Department with any questions.

Submit the appropriate application with payment to the location listed below.

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

Visit **eastpennsboro.net** or Pennsboro Pumpkin Fest Facebook page for more information. Questions can be directed to Skylar Cochick, Recreation Coordinator at **recreation@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.

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 8, 2021 until Sunday, October 10, 2021.
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 with loud generators must attempt to reduce the noise level and exhaust during the event. Vendors may be asked to move to another edge space away from visitor traffic. Vendors who make no attempt 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 application/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 20ft x 20ft space will need to purchase additional spaces, \$150.00 apiece. 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 at the end of the event.

Enclosure 2: General Rules & Regulations Apply to ALL Vendors – Food, Craft, Business, Direct Sales, 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; obscene materials; body piercing; permanent tattoos; both medicinal and recreational drug-related items; gambling; alcoholic beverages; open flames (except for cooking); sale or donation of live animals or pets of any kind (except goldfish). 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. Offensive displays or demonstrations unsuitable to be viewed by a child are 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 \$20.00 fee. You must request this service on your application. Trailers and booth items must be locked up. **Vendor merchandise may not be stored overnight, out in the open.** No merchandise or food items may be sold Friday.
6. Vendors are not permitted to stay overnight on the premises.
7. Vendors may begin set up on Saturday after 6:30 am, 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 8th and 9th starting at 8:00 pm until 8:00 am. East Pennsboro Township, Township Staff and the Pumpkin Fest Committee volunteers assume no liability or responsibility for merchandise lost, stolen or damaged.
8. **ABSOLUTELY NO REMOVAL OF BOOTH DISPLAYS** before 5pm Saturday and Sunday. If you have any questions regarding tear-down, call the Recreation Department prior to the event at 717-732-0711 option 3 before 12 noon, Friday October 8, 2021.
9. All vendors offering prize baskets, raffles, drawings and various other giveaways must choose a winner and attempt to present the prize or gift by 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.
10. Each vendor will receive one (1) parking permit for a vehicle during Pumpkin Fest. This allows for parking in the designated Vendor Parking Lot behind the Gazebo Stage. Vehicles may be parked within your 20ft x 20ft space as well – no permit needed. Additional parking is available throughout the park.

11. 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.
12. 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: 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.
13. Vendors who offer educational, political, religious and/or promotional material to the public may not attempt to force materials, influence and/or impose their ideals onto patrons or members of the public. 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.
14. 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.
15. Should you require a payment receipt, please enclose a self-addressed stamped envelope with your payment.
16. 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.
17. Vendors using tents must supply weights or rope anchors to ensure stability in high winds during the show.
18. No spaces can be subleased or given away to any other person or group. Encroachment on spaces not assigned to you is not permitted.
19. In the event you cancel your participation the week of the event, no refund will be given.

PUMPKIN FEST VENDOR APPLICATION

All Vendors (except Food)

VENDOR NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

CONTACT PERSON: _____

PHONE: _____ E-MAIL: _____

Do you have a generator for your booth? _____ Yes _____ No

Are you requesting the Friday Set-Up for an additional \$20? _____ Yes _____ No

Do you have a Certificate of Liability Insurance? *REQUIRED* _____ Yes _____ No

***Please include with your application, or send a copy to East Pennsboro Township Recreation Department, 98 S Enola Drive, Enola, PA 17025**

LIST ALL ITEMS FOR SALE/BEING OFFERED (Be specific or application will not be approved):

Vendor Fees:

\$350.00 = Commercial Food Vendors

\$150.00 = Township-Based Groups

\$150.00 = Craft Vendors

\$100.00 = Non-Profit Organizations

\$150.00 = Business/Direct Sales Vendors

with proof of 501c3

+ \$20.00 FRIDAY SET-UP FEE

\$ _____ AMOUNT ENCLOSED

All fees must accompany the signed contract. Checks will be held until application is accepted.

Make checks payable to 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.

Signature of Vendor

Date

PUMPKIN FEST VENDOR APPLICATION
Food Vendors Only

VENDOR NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

CONTACT PERSON: _____

PHONE: _____ E-MAIL: _____

Do you have a generator for your booth? _____ Yes _____ No
Are you requesting the Friday Set-Up for an additional \$20? _____ 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 Certificate of Liability Insurance? *REQUIRED* _____ Yes _____ No

***Please include copies with your application, or send to East Pennsboro Township Recreation Department, 98 S Enola Drive, Enola, PA 17025**

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

Food Vendor Fees:

\$350.00 for Commercial Food Vendors
\$150.00 for each additional 20ft x 20ft booth needed
+ \$20.00 FRIDAY SET-UP FEE

\$ _____ AMOUNT ENCLOSED

All fees must accompany the signed contract. Checks will be held until application is accepted.
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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.

Signature of Vendor

Date