



Richland Community Days Committee invites you to participate as a “Snack/Drink” vendor in this important event at the corner of Schoolhouse Road and Theatre Drive the weekend of August 18th & 19th, 2023.

The Richland Community Days Food Committee and the individual /organization named below agree that subject to the terms and conditions of the Agreement, Vendor shall sell **ONLY** the products specified and approved by the food committee. **There will be no exclusivity for snack/drink vendors being the only snack/drink vendor to sell an item. There may be more than one snack/drink vendor selling similar items.**

EVENT DATES: August 18th & 19th, 2023.

LOCATION: The corner of Theatre Drive and Schoolhouse Road in Richland (In front of the Municipal Building)

HOURS OF OPERATION: 4 pm – 11 pm on Fri. & 11 am-11 pm on Sat.

SET-UP TIME: Thursday, August 17th 10:00 a.m. to 9:00 p.m. and Friday morning August 18th 8 a.m. – 12 p.m. **All vendors must be in place by noon on Friday. Electric will be available by noon on Friday.** Do not block or hinder other exhibitors or vendors from setting up. This will strictly be enforced.

APPLICATION DEADLINE: Please sign and return this application and submit your fee in full **by June 30th, 2023.**

- Cost \$250 for a 10' X 10' space for all snack/drink vendors
- Snack/drink Vendors are responsible for maintaining the safety of your tent/trailer with tie downs and sandbags or appropriate weights so your tent/trailer is always stable. (Note: It can be windy at times.)
- We reserve the right to limit duplicate snack/drink items
- Vendors are required to furnish a 5 lb. fire extinguisher and grease mat. (if necessary)
- Booth locations will be allotted on a first come first serve basis.
- Two like vendors will not be placed next to each other.
- A list of all snacks/drinks being served by vendor MUST be listed on application and cannot be changed after application and fee has been received.
- A sign with your complete menu and prices MUST be displayed prominently and cannot be placed out over the area where visitors walk.
- NO food is to be GIVEN away. **Samples are allowed within your space ONLY!**
- We will provide garbage disposal. Vendors are required to place their garbage in the appropriate location on the festival grounds.
- Booth fees are not refundable.
- IMPORTANT: NO vendor will be permitted to tear down before 11 p.m. Saturday, August 19th. ABSOLUTELY **NO** cars on the midway before 11 p.m. Saturday, August 19th.

- **Upon application approval we will provide:**

1. 10' x 10' space (a little more if needed)
2. Garbage disposal -
3. Space in a refrigerator truck

OTHER REQUIREMENTS:

1. PENNSYLVANIA STATE FOOD EMPLOYEE CERTIFICATE: Updated 1/22/11. One person from your operation must hold a valid National Exam Certificate. There is no need for any kind of license. Only events that are 3 days or longer require licenses. Vendors should follow guidelines listed on website. Vendor must check website: <http://www.agriculture.stat.pa.us/agriculture/foodsafetyfiles/temporary>
2. Mercantile Tax Registration Form: All vendors located in Richland Township are already covered for their mercantile taxes. Normally, a business from outside the Township would need a transient merchant license; however, because this is a township-sponsored event this stipulation will be waived.
3. Vendors participating in this event will need to provide a Certificate of Insurance, which names Richland Community Days event as a named insured for the festival weekend. We require specific minimum limits: \$1,000,000 per occurrence / \$2,000,000 aggregate annual. This will insure that all food vendors are adequately insured against liability claims that may arise from their participation in this type of event. Information must be included with your application. It is suggested that you:
4. Call the insurance agent who handles your property and/or liability coverage,
 1. Ask your agent if your festival participation is already covered under the terms of your policy,
 2. If it is already covered, your agent may be able to send a Certificate of Insurance to you at no additional charge. Simply ask to have Richland Community Days added as an "additional insured" for the dates of August 17th through August 19th, 2023.

If your festival participation is not presently covered, ask that a rider be added to your current policy with Richland Community Days as a named insured. Adding a rider to your current policy will be significantly cheaper.

If you have Insurance questions, please contact: Stephen R. Flick CIC, FWF Insurance Agency Inc.

814.262.9833 ext. 114 or stephen@fwfinsurance.com



Held Annually at: Richland Township Municipal Building, 322 Schoolhouse Rd., Johnstown, PA 15904

Richland Community Days Snack/Drink Vendor Booth Application

Friday, August 18th & Saturday, August 19th, 2023

Food Vendors: Friday 4 PM-11 PM & Saturday 11 AM -11 PM

Business Name _____

Contact Name _____

Address _____

City _____ State _____ Zip _____

Telephone: Cell _____ Other _____

Email Address _____ Website Address _____

PA Sales Tax Number (if Required) _____

Employer Identification Number (EIN) _____

Description(s) of Commercial Business(es) _____

Certificate of Liability Insurance (Required): A current "Certificate of Liability Insurance" with a minimum of \$1,000,000 per occurrence / \$2,000,000 aggregate annual must be provided to the Richland Community Days Committee / East Hills Recreation Commission prior to setting up.

- Call the insurance agent who handles your property and/or liability coverage.
- Ask your agent if your festival participation is already covered under the terms of your policy.

- If it is already covered, your agent may be able to send a Certificate of Insurance to you at no additional charge. Simply ask to have Richland Community Days added as an “additional insured” for the dates of August 17th through August 19th, 2023.

If your festival participation is not presently covered, ask that a rider be added to your current policy with Richland Community Days as a named insured. Adding a rider to your current policy will be significantly cheaper.

- If you have Insurance questions, please contact: Stephen R. Flick, CIC FWF Insurance Agency, Inc. 814.262.9833 ext. 114 or stephen@fwfinsurance.com

If you are a new snack/drink vendor, two pictures of your business(s) item(s) and a picture of your booth(s) are required along with signed application and vendor fee of \$250.00 by June 30. Photos may be sent by email to acveykus@richlandfire.com if you prefer.

Snack/drink vendor spaces are 10 ft. X 10 ft. @ \$250.00 each paid in full in advance. Please make check payable to: **East Hills Recreation Commission.**

Indicate # of spaces needed _____ X \$250.00 each = _____ Total

Pennsylvania Sales Tax ID (if Required): All Snack/drink Vendors are responsible for the following:

- Provide their Pennsylvania Sales Tax ID on their Richland Community Days application
- Display their Pennsylvania Sales Tax ID at their vendor booth during Richland Community Days
- Report and pay the Pennsylvania 6% sales tax where applicable and comply with any and all state laws and regulations
- Any Snack/drink Vendor who is not required by Pennsylvania State Law to pay the Pennsylvania Sales Tax must provide official Pennsylvania State documentation that states in detail why they are exempt.

If you would like to receive more information or do not have a Pennsylvania Sales Tax ID, you can obtain one for FREE: <https://www.pa100.state.pa.us/Registration.htm>

Pennsylvania State Food Employee Certificate: Updated 1/22/11. One person from your operation must hold a valid National Food Employee Exam Certificate. There is no need for any kind of license. Only events that are 3 days or longer require licenses. Vendors should follow guidelines listed on website. Vendor must check website: <http://www.agriculture.stat.pa.us/agriculture/foodsafetyfiles/temporary>

Mercantile Tax Registration Form: All vendors located in Richland Township are already covered for their mercantile taxes. Normally, a business from outside the Township would need a transient merchant license; however, because this is a township-sponsored event this stipulation will be waived.

Release: In consideration of permission for use of all premises designated for Richland Community Days _____ Hereinafter “Snack/Drink Vendor”), agrees to release, discharge and hold harmless: The township of Richland, its officers, directors and employees, East Hills Recreation Commission, its officers, directors and employees, Richland Township Fire Dept., its officers, directors, employees and volunteers, and Richland Community Days volunteers from any liability of any nature whatsoever. Snack/Drink Vendor also agrees to indemnify and hold harmless the aforementioned for any liability of any nature whatsoever, civil or otherwise, in law or in equity, it may have to third parties as a result of vendor’s conduct and/or use of premises

for sale of food and/or beverages during Richland Community Days. Snack/Drink Vendor understands that this release and indemnity are conditions precedent to their sale of food/snacks and/or beverages and use of the premises designated for Richland Community Days. Snack/Drink Vendor also acknowledges that they have read and agree to rules and regulations that have been outlined.

Snack/Drink Vendor agrees to release, discharge and hold harmless Richland Community Days, The township of Richland, its officers, directors and employees, East Hills Recreation Commission, its officers, directors and employees, Richland Township Fire Dept., its officers, directors, employees and volunteers, and Richland Community Days volunteers if the Richland Community Days event is hampered, delayed, shortened in duration, or cancelled due to inclement weather; natural disasters; technical difficulties; acts of war; acts of terrorism; accidents or theft to facilities, property, equipment, or vehicles. No refunds will be paid to Food Vendors if the Richland Community Days event is hampered, delayed, shortened in duration, or cancelled due to inclement weather; natural disasters; technical difficulties; acts of war; acts of terrorism; accidents or theft to facilities, property, equipment, or vehicles.

1. Individual/Organization Name & Address _____

2. Pa: State sales Tax number: _____

3. Size of Booth (10' x 10'): Please state exact size if larger space is needed. If using a trailer, please include the tongue in your measurements. _____

4. Contact Person: _____

5. Telephone Number(s):

Cell: _____ Other: _____

6. Email Address: _____

Please list and describe all products you wish to sell at Richland Community Days and their prices. You may attach your menu/separate sheet of paper if you would like.

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Signature _____ Date _____

We know our Snack/Drink Vendors have clients that follow them from show-to-show or look for them each year at Richland Community Days. We have had several inquiries as to which vendors are attending. Therefore, we would like to advertise our vendors on either our website or in our flyer, but not without your written consent.

I _____ hereby give my permission to use the name:
(name you would like to appear in the advertising)

On the Richland Community Days website or brochure.

Signature _____ Date: _____

I do not want to be listed on the Richland Community Days advertising.

Contact us if there are any questions or concerns Please e-mail, text ,or call Andi Cveykus at acveykus@richlandfire.com or call/text 814.659.8873

Please return the application and payment to:

Andi Cveykus-Richland Community Days
631 Lamberd Ave.
Johnstown, Pa 15904

Made payable to: EAST HILLS RECREATION COMMISSION



SNACK /DRINK VENDOR ELECTRICAL REQUIREMENTS

Electrical needs include appliances & lights. List ALL	How Many 110's	Amps drawn	How many 220's	Amps drawn
EXAMPLE: Roaster	1	15	-	-
EXAMPLE: Fryer	-	-	1	20

1. USE OF OPEN FLAME ___ YES ___ NO

2. USE OF PROPANE ___ YES ___ NO

REFRIGERATION STORAGE:

A refrigerated truck will be provided by Richland Community Days for storage of food. Indicate below the amount of space you will need. Please note that space is limited and allocated on a first come, first served basis. The sponsor is not liable for items stored in the truck and all items must be removed prior to midnight on Saturday night or Sunday by 12 p.m.

Half Pallet

Whole pallet

Refrigerator



Held Annually at: Richland Township Municipal Building, 322 Schoolhouse Rd., Johnstown, PA 15904

Richland Community Days 2023: Snack/Drink Vendor Rules & Regulations

Snack/Drink Vendors: All applications will be reviewed on a first-come, first served basis. As a Snack/drink Vendor, you will be expected to display only the items listed on your application. Please be specific as to the items you propose to have and be as detailed as possible on your application. You will only be authorized to have those snack/drinks items. RC Days reserves the right to accept or deny any application. **Snack/drink items and prices MUST be listed and displayed at your booth.**

Booth Tent/Trailer Information: Booth Tent/Trailer Spaces are assigned along Schoolhouse Road and/or the Richland School District field properties, and/or Richland Township field properties. As a Snack/drink Vendor, you will be assigned a booth tent/trailer space and number and are expected to operate within those confines. No changing or swapping of spaces will be permitted. Snack/Drink Vendors must provide their own tent(s) and/or trailer(s). Spaces may not be shared with any non-applicant. Booths/trailers are to remain open during hours specified on application. **Snack/Drink Vendors are responsible for maintaining the safety of your tent/trailer with tie downs and sandbags or appropriate weights so your tent/trailer is always stable. (Note: It can be windy at times.)** Electricity may be available, please note on application.

Set Up & Tear Down: To facilitate traffic flow and maintain public safety, all Snack/Drink Vendors will unload their materials, food, equipment, and tent/trailer set ups into their assigned space as quickly as possible and remove their vehicle from Food Vendor area to the assigned parking areas before setting up. Tent/trailer set up will be permitted Thursday August 17th 10:00 a.m. to 9:00 p.m. and Friday morning August 18th 8 a.m. – 12 p.m. All vendors must be in place by 12 noon on Friday. **Electric will be available by noon on Friday.** Do not block or hinder other exhibitors or vendors from setting up. This will strictly be enforced.

- **IMPORTANT: NO vendor will be permitted to tear down before 11 p.m. Saturday, August 19th.**
- **ABSOLUTELY NO cars on the midway before 11 p.m. Saturday, August 19th.**
- **Tear down will also be permitted Sunday, August 20th from 8 a.m. – 12 p.m. All food vendor equipment, tents, etc. MUST be removed prior to 12 p.m. on Sunday, August 20th**

Notice: Snack/Drink Vendors are responsible for cleaning up any trash around your site. Trash receptacles will be provided. Please leave the area as clean as you found it. Failure to notify the Richland Community Days committee of a cancellation to attend the event will affect your future participation.

Event is held rain or shine. There are no refunds for cancellations.

Pennsylvania Sales Tax ID (if Required): All Food Vendors are responsible for the following:

- Provide their Pennsylvania Sales Tax ID on their Richland Community Days application
- Display their Pennsylvania Sales Tax ID at their vendor booth tent/trailer during Richland Community Days
- Report and pay the Pennsylvania 6% sales tax where applicable and comply with any and all state laws and regulations
- Any Snack/Drink Vendor who is not required by Pennsylvania State Law to pay the Pennsylvania Sales Tax must provide official Pennsylvania State documentation that states in detail why they are exempt.

Certificate of Liability Insurance (Required): A current "Certificate of Liability Insurance" with a minimum of \$1,000,000 per occurrence / \$2,000,000 aggregate annual must be provided to the Richland Community Days Committee / East Hills Recreation Commission prior to setting up.

By signing this form, Food Vendor **acknowledges they have read and agree** to comply with Richland Community Days rules and regulations.

Signature _____ Date: _____