

*The Venango Area Chamber of Commerce
(VACC)
presents*

CRANBERRY FESTIVAL 2011

WANTED FOOD VENDORS FOR

CRANBERRY FESTIVAL “FOOD FEST”

SEPTEMBER 17, 2011

10AM – 7PM

MORRISON PARK

SENECA, PA

FOR INFORMATION CONTACT:

Venango Area Chamber @ 676-8521 or email cranfest@cranberry-pa.org



The Venango Area Chamber of Commerce (VACC)

presents
CRANBERRY FESTIVAL “FOOD FEST”
Saturday, September 17, 2011

- Time:** 10am – 7pm (Rain or Shine)
Location: Morrison Park – Seneca
Space Size: 12’ x 12’ – (larger spaces available for existing “pre-made” booths)
Setup Hours: Food vendors may only setup on Friday (September 16) between the hours of noon and 5pm; or Saturday (September 17) between the hours of 7am and 9:30am. *The festival committee prefers trailers setup on Friday and tents and booths setup Saturday. Trailers will not be permitted to setup after 5pm on Friday, and will not be permitted to setup on Saturday.*
ALL VENDORS MUST BE SETUP BY 9:30 AM SATURDAY.
- Fee:** There is no charge to setup a food booth or table. Tickets will be sold to patrons for fifty cents (\$.50) a piece from a VACC main ticket booth. Food Vendors are required to sell all food items in increments of fifty cents (\$.50), the ticket price. It is recommended that all vendors make every effort to price food items at reasonable prices, as this is a family and community event. At the end of the “food fest”, you must turn in your tickets for reimbursement at the VACC ticket booth. You will be reimbursed forty cents (\$.40) for each ticket turned in at the VACC booth.

Rules and Regulations

1. **NO SOLICITING!** The festival serves as a fundraiser for the Venango Area Chamber of Commerce. No other organizations are permitted to fundraise in order for the Chamber to recover the thousands of dollars spent to put on such a festival.
2. Sales of raffles, merchandise, memberships, propaganda or any other exchange of cash is **STRICTLY PROHIBITED!** If vendors are discovered to be exchanging cash or checks, the organization or business representatives will be asked to leave the park immediately. The trailer and/or canopy must remain in the park until after 7pm. No vehicles, trailers or trucks will be permitted in the park to remove the setup until after 7pm due to safety concerns.
3. Food Vendor booths are open to area restaurants, delicatessens, caterers, and non-profit organizations. This event is an opportunity to advertise your business & also let potential customers sample your food. Similar food items are permitted at various booths, but vendors may be limited on offerings to allow a variety of food items available to the public (get your application in early to assure your food item choices).
4. Set-up / Tear Down: Morrison Park will be open for set-up at 7am. Booths must be ready by 9:30am. **NO** early tear down unless you run out of food.
5. Exhibitors must furnish their own booths, tables, and/or tents, extension cords, napkins, plates, etc...
6. Business or organization signage for each booth is the responsibility of the exhibitor. Vendor must provide signage that lists the food item(s) and the number of tickets for the item.
7. Sales tax should be included in the \$.40 cost (if applicable) and sales tax remittance is sole responsibility of exhibitor. Your sales tax license should be prominently displayed.
8. The Venango Area Chamber of Commerce and Cranberry Township, their owners, officers, agents or employees can not be held responsible for bodily injury or property damage occurring as a result of vendor’s participation in the Cranberry Festival Food Fest. It is highly recommended that you carry Property and Public Liability Insurance.
9. **FOOD VENDORS ARE NOT PERMITTED TO SELL ANY BEVERAGES.** This right is reserved for the VACC beverage booth.
10. **ANY VENDORS THAT DO NOT SHOW UP ON FESTIVAL DAY WILL NOT BE PERMITTED TO PARTICIPATE IN FUTURE YEARS.** Unless festival staff was made aware of the cancellation prior to Friday, September 16th. We understand that emergencies may arise, therefore, please call (814) 676-8521 to cancel your space.

CRANBERRY FESTIVAL "FOOD FEST" VENDOR APPLICATION

****Applications will not be accepted unless it is completed entirely and returned by September 1, 2011****

Business or Organization Name: _____ Contact Person: _____

Address: _____

City, State, Zip: _____ Emergency Cell Phone #: _____

Email address: _____

Total Area of Setup: _____ FT x _____ FT Width of Serving Area: _____ FT

(Please Circle) Trailer: Y N Tent or Canopy: Y N

(Please Circle) Electricity Needed: Y N

Food Description & Cost (# of tickets) per item:

Food Item	Cost (increments of \$.50)	Number of Tickets
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
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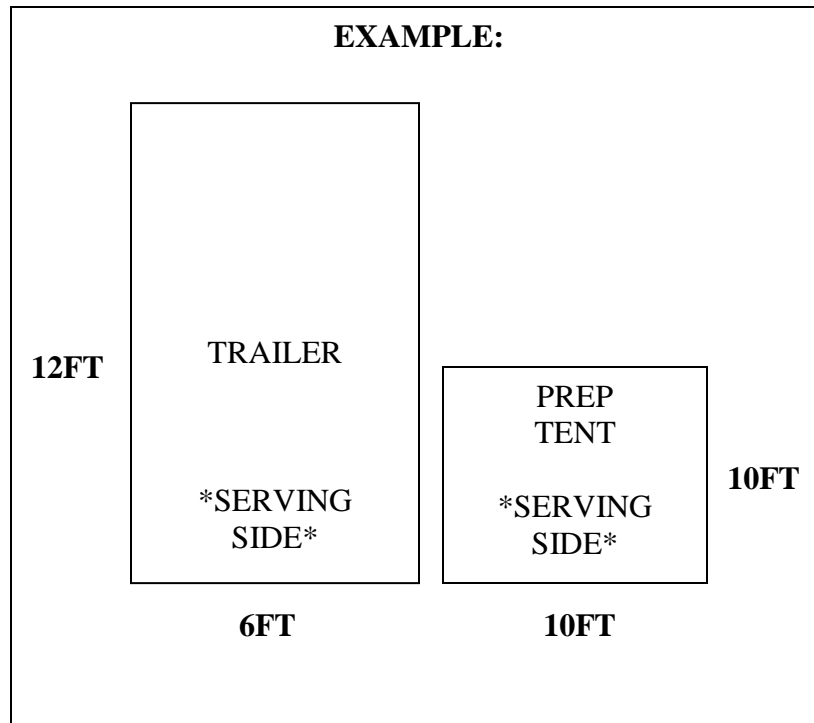
IMPORTANT!

*****PLEASE USE THE BOX ON THE REVERSE SIDE OF THIS SHEET TO SKETCH HOW YOUR BOOTH WILL BE SETUP*****

**** REMINDER: FOOD VENDORS ARE NOT PERMITTED TO SELL ANY BEVERAGES.**

This right is reserved for the VACC beverage booth.

CRANBERRY FESTIVAL “FOOD FEST” VENDOR APPLICATION SKETCH



USE THIS BOX BELOW TO SKETCH YOUR SETUP
PLEASE REMEMBER TO INDICATE YOUR SERVING SIDE

A large, empty rectangular box provided for the applicant to sketch their own vendor setup, including dimensions and serving side indicators.

Please complete and return the application and sketch (pages 3 and 4) before the September 1, 2011 deadline to:

VACC
41 Main Street, P.O. Box 376
Oil City, PA 16301

Refer questions to Venango Area Chamber at 676-8521 or via email to cranfest@cranberry-pa.org

**** PLEASE COMPLETE THIS ENTIRE PACKET BEFORE YOU MAIL IN YOUR APPLICATION****