



CRAFT VENDORS

Stinky Greetings! From the Easton Garlic Fest.

Welcome to our first ever 2-Day Event! Garlic Fest will be held on Saturday and Sunday, October 1st and 2nd with NO RAIN DATE. Our first day will be held on Centre Square in historic Downtown Easton Pennsylvania, our traditional space and our second day will be held in the newly renovated Scott Park, just 2 blocks away. As always the Easton Garlic Fest is free to the public. Last year we drew a crowd of 10,000 +/- and anticipate continued growth of the festival this year.

Please fill out the enclosed applications, one for the festival and one for the City of Easton and return them to us by September 1, 2011.

As we upgrade and expand our festival we ask that you make an effort to have a neat and attractive booth, we will do the same with our festival booths.

Vendors are required to offer at least one item for sale that emphasizes a garlic theme. Make sure prices for all of your products for sale are clearly marked.

If you have a website and would like to link to ours please let us know. If you have a facebook account please go to our Easton Garlic Fest page and "like" us.

We are looking forward to a fun and successful day for everyone involved and are delighted to have you join us as we Eat, Drink and Stink in Historic Downtown Easton PA.

Thank You
Jo Moranville
The Easton Garlic Fest
610.252.1188 jogarlic@gmail.com

CRAFT VENDORS CONTRACT

This agreement made this ____ day of _____ 2011 between the EASTON GARLIC FEST herein referred to as "FESTIVAL MANAGEMENT" and _____ herein referred to as "CRAFT VENDOR" for exhibition space at the Easton Garlic Fest to be held on Saturday, October 1st from 10am until 6pm; and Sunday, October 2nd from noon until 6pm, 2011.

Exhibition space will be 10’x10’ space.

*******2 checks will be required with your application. *******

A festival fee of \$75.00 is to be paid by CRAFT VENDOR by September 1, 2011. Checks should be made out to: "Easton Garlic Fest" and mailed with the application to: Easton Garlic Fest
20 North 3rd Street
Easton, PA 18042

A City fee of \$10 is to be paid by CRAFT VENDOR by September 1, 2011. Checks should be made out to "City of Easton" and mailed with City vendors applications to: City of Easton
1 South 3rd Street
Easton, PA 18042

CRAFT VENDOR requests permission to display and sell the following specific products. (please print clearly)

Please attach an additional sheet if necessary. Any product or item not specified in the contract will not be allowed anytime during this contract period. No CRAFT VENDOR shall have an exclusive on any product.

INSURANCE; CRAFT VENDOR must furnish FESTIVAL MANAGEMENT with a Certificate of Insurance with liability limit of no less than \$1,000,000 and shall name the **City of Easton, the Easton Garlic Fest, its directors and officers** as "additional insured" and the City of Easton as the premises for the event.

I have read the accompanying Guidelines, Rules, & Regulations and agree to abide by them. I further understand that the participation fee is non-refundable and that the Festival is held rain or shine. Please print clearly

Business: _____ Contact: _____

Address _____

City/State/Zip: _____

Phone: _____ email: _____

Website: _____

Signature _____ Title: _____ Date: _____

RULES AND REGULATIONS

(1 of 2)

Vendor agrees to comply with the following rules and regulations during the Easton Garlic Fest, October 1st and 2nd, 2011

ALCHOLIC BEVERAGES: Consumption of alcoholic beverages on premises during the Festival is strictly prohibited except at specified times and specified places as scheduled as part of the Festival events. If VENDOR or their worker/volunteer violates the above rule, that VENDOR will be removed from the Festival and barred from participation in future Festivals.

VENDOR FEE:

1. Vendor Fee is due and payable at the time the contract is returned to Festival Management for consideration of acceptance. VENDOR understands that once accepted, the fee is non-refundable and that the Festival is held rain or shine.
2. The Fee entitles VENDOR to a 10'x10' space at the Festival. The VENDOR must supply all of their own tents, tables, chairs, signs, decorations, etc.
3. Checks should be made out to "Easton Garlic Fest"

SETUP:

1. **Saturday on Centre Square;** Booth set-up may begin at 7:00am on Saturday, October 1st and must be finished by 10:00am at which time vehicles must be removed from the festival area
2. **Sunday at the Riverfront;** Booth set-up may begin at 9:00am on Sunday, October 2nd and must be finished by noon at which time vehicles must be removed from the festival area
3. It is your responsibility to anchor your booth. You will be set up on concrete and will not be able to secure tents by stakes or anything that requires being put into the ground. Bring weights if necessary, it can be windy at Fest sites.

RESTRICTIONS ON MERCHANDISE:

CRAFT VENDORS

1. You must have at least 1 item that relates to the garlic theme of our festival. Other items you've crafted may be sold, with the approval of the Festival.
2. No Medicinal or food items of any kind.

BUSINESS OR PACKAGED FOOD VENDORS

1. Your products must reflect the garlic theme of our festival. Token representation will not be tolerated.
2. Food products must be packaged in such a way that the intention of for off-premise consumption (i.e. bottled and sealed jams, jellies, vinegar, and salsa). If you sell food for consumption directly on premise you must apply as a FOOD VENDOR.
3. No Medicinal items of any kind

FOOD VENDORS

You must have 1 line of food that includes flavoring with the significant use of fresh garlic. Festival goers are expecting heavy use of garlic and will be disappointed in your product if you are subtle in your garlic seasoning.

GARLIC GROWERS

1. You may sell garlic that has been grown on your premises and garlic braids and wreaths made by your or your employees.
2. In addition to the above you may sell bottled products and other inventory relating to garlic. You may not sell medicinal products of any kind.

RULES AND REGULATIONS

(2 OF 2)

HOURS:

1. **Saturday, October 1st on Centre Square;** The Festival officially opens at 10:00 am with the opening of the ongoing Easton Farmers Market. The booth exhibit must be in order by 10:00am. Vendor may not break down booth until 6:00pm
2. **Sunday, October 2nd at Scott Park by the River;** The Festival officially opens at noon. The booth exhibit must be in order by noon. Vendor may not break down booth until 6:00pm
3. Vendor will be open for business during all festival hours, regardless of the weather. The FESTIVAL MANAGEMENT must approve any deviation from posted hours.

VEHICLES:

No vehicles will be allowed in the Festival area from 10:00am to 6:00 pm on Saturday and noon to 6pm on Sunday.

DECORATIONS AND HOUSEKEEPING:

1. Tents must be neat and in good repair
2. Table displays must be covered and decorated
3. Housekeeping of the exhibit areas and its immediate vicinity will be the responsibility of the vendor. Area around and in tent must be kept neat and tidy.
4. At the end of the Festival, your area must be left as you found it, clean, with all refuse bagged or tied for easy removal.
5. Failure to abide by the above will result in a \$50 fine.

ELECTRICITY

1. **THERE IS LIMITED ACCESS TO ELECTRICITY. ANY ELECTIC NEEDS MUST BE FULLY DISCUSSED AND AGREED TO IN ADVANCE OF THE FESTIVAL. THERE IS NO GUARANTEE THAT THE FESTIVAL CAN ACCOMMODATE THE ELECTRICAL NEEDS OF THE VENDOR.**
2. **No electrical generators will be allowed**

SUBLETTING OF BOOTH SPACE

Subletting of booth space is strictly prohibited.

PETS:

Pets will not be permitted on the Festival grounds. THIS IS A CITY ORDINANCE AND WILL BE STRICTLY ENFORCED.

Read the Rules and Regulations, sign and return along with your Contract, booth fee and the permit to vend within the City of Easton to; The Easton Garlic Fest, 20 N 3rd Street, Easton, PA 18042.

City paperwork and fees will be forwarded by Festival Management

Vendor Signature

Telephone number

Date



CITY OF EASTON PENNSYLVANIA

SPECIAL EVENTS FORM

Must be completed and submitted to the Bureau of Health at least two (2) weeks prior to the proposed event.

FOOD VENDING-License & Inspection: \$30.00

CRAFT-License & Inspection: \$10.00

Event Name: _____

Event Description (be specific): _____

Event Date: _____ Starting Time: _____

Event Location: _____

Vendor Name: _____

Contact Person(s): _____

Address: _____

Phone #: _____ Email: _____

Sponsor(s)/Organization(s): _____

Contact Person(s): _____

Phone #: _____ Email: _____

Will there be any food: () Yes () No If Yes, please list:

Food Products	Site of food preparation	Site of food storage

Will there be any cooking grease or other potential fire hazards? () Yes () No

Do you anticipate serving or selling alcohol during the event? () Yes () No

Are you selling crafts/art etc: () Yes () No If Yes, please list:

Products being offered:

Does your event carry liability insurance listing the City of Easton as co-insured?
() Yes () No

If so, please attached copy to the application.

Event Checklist:

The following items must be submitted in order for your permit to be processed:

- Completed Permit Application
- Check made out to the City of Easton
- All applicants vending food must attach a copy of their current Food Employee Certification
- Proof of liability insurance in the amount of \$1 million dollars listing the City of Easton as co-insured.

Certification/Hold Harmless

Vendor warrants that it is and will be at all times during said event in full compliance with all applicable laws, regulations and ordinances. Vendor, his successors, heirs, assigns, executors and administrators shall defend and hold harmless the City from claims or liability, contingent and otherwise for injury to or death of any person or persons or damage to real or personal property arising in or by reason of or in connection with the vendor's negligence, whether sole or joint and vendor shall pay all judgments, interests, costs, legal and other expenses arising out of or in connection herewith. Unless otherwise agreed in writing by the City, vendor shall furnish the City with a comprehensive policy of public liability insurance insuring the city and its agents, officers and employees against claims of liability, contingent and otherwise for injury, death, damage or by reason of or in connection with the vendor's negligence to defend against all such claims, demands, actions or legal proceedings and to pay all costs arising out of or in connection therewith. The limits of liability of such policy shall be not less than \$1,000,000.00 combined single limits for bodily injury and/or property damage. Proof of worker's compensation insurance is to be furnished upon request, if applicable.

Vendor has read Certification/Hold Harmless and herein executes same and warrants that the undersigned is duly authorized to act for the vendor as set forth herein.

Signature, Titles & Date:

Please return the completed application with the correct fee and required documentation to:

City of Easton Health Bureau
One South Third Street – Third Floor
Easton, Pa 18042
Phone: 610-250-6608 Fax: 610-250-6607

(Internal Use)		
Amount Paid: _____	Account # <u>101-36521</u>	License # _____
_____ Theodore J Veresink, Health Officer		_____ Date