



Unionville Community Fair, Inc.

BOX 298, UNIONVILLE, CHESTER COUNTY, PENNSYLVANIA 19375

Chester County's Largest Display of Community Products
www.ucfairinc.org

2018 FOOD VENDOR APPLICATION

Fair Dates: 10/5-7/2018 Rain or Shine Event

Location: 101 East Street Road, Kennett Square, PA 19348 (1 mile north of route 1, at the corner of routes 82 and 926)

Fair Hours: * Friday 9am-9pm
 * Saturday 9am -9pm,
 * Sunday 10am - 4pm (4-6pm optional)

Your Business/Organization Name: _____

Contact Person: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Cell: _____ Email: _____

Space requirements: Width (Facing Public) _____, Depth _____

Power Needs:

- No electricity needed
- Using own generator
- Using propane
- 110V Electric Hookup Needed. **\$35/day/single circuit.** \$15 for each additional single circuit.
Number of individual 20 amp circuits needed _____
- 220V Electric Hookup Needed. **\$40/day/single circuit.** \$20 for each additional single circuit.
Number of individual 220 volt circuits needed _____
- Other _____

List all items for sale and the associated price:

If you need electricity please list your electrical appliances and their operating voltage/amps/watts

Complete this page as well as the following two pages containing Rules and Regulations. Sign application, make copies for your records and mail all three pages along with fee for electricity to: The Unionville Community Fair, Inc P.O. Box 298 Unionville, PA 19375. Please contact Ed or Debbie Schultz, Food Vendor Coordinators at foodvendors@ucfairinc.org for further information.



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2018 FOOD VENDOR INFORMATION AND REGULATIONS

Fair Contract between (DBA) _____ and The Unionville Community Fair, Inc. for 10/5-7/2018 is as follows:

- Set-Up Hours are Friday 8:00am – 2:00pm, Saturday from 7:00am-8:30am, and Sunday 8:00am-9:30am
- Food vendors must supply a detailed menu and pricing for approval. Vendors who do not adhere to approved menu will be required to stop selling unapproved items.
- Food Vendors must include payment for electricity by **August 15, 2018, with application**. See the rates listed on the first page under Electricity Needs section. Make checks payable to: Unionville Community Fair, Inc. P.O. Box 298, Unionville, PA 19375. If additional circuits are used during the Fair, fees will be collected at the end of each day of use.
- Vendors are not permitted to tamper with electrical or water hookup. These services will be provided by authorized Fair personnel.
- Food Vendors are required to remain open during all Fair hours unless otherwise approved, except Friday when a later opening is permitted.
- Vendors will be notified of their acceptance status by E- mail by **September 1, 2018**. Application decisions are based on the needs of The Unionville Community Fair, Inc. and are final.
- Unionville Community Fair, Inc. reserves the right to deny booth with inappropriate or other unacceptable content.
- All vendors are responsible to maintain safe and non hazardous vendor areas (this includes but is not limited to all signage and canopies being properly tied down and wind resistant). The Fair reserves the right to inspect all vendor areas for safety and requires the vendor to remedy potential hazards. Failure to comply by the vendor could result in termination of this contract at the discretion of the Fair.
- Vendors are not permitted to use the name “The Unionville Community Fair, Inc.” or its logo on vendor products without written permission from The Unionville Community Fair, Inc.
- Vendors must abide by all public safety regulations and/or decision of the representatives of local fire departments, police departments, or the Fair.
- Vendors are responsible to remove their waste cooking oil and grease, and are prohibited from placing these materials in any Fair trash receptacles.

1. INSURANCE REQUIREMENTS

An insurance certificate listing as additionally insured “**The Unionville Community Fair, Inc.**”, **East Marlborough Township**, and “**Landhope Investors, LP**” should accompany this contract at least two (2) weeks prior to the event. Personal and Advertising injury limit must be no less than \$1,000,000.00 (one million). Vendors failing to submit this certificate will not be allowed to participate.

2. FIRE SAFETY

Food booths are required to display the appropriate rated Fire Extinguisher if any of the following are used: an open flame, grill, propane tank, pizza oven, or fryer is being used. The use of propane tanks must be secured and be standing up right. All vendors using grease must have a non-flammable surface placed underneath booth space to prevent spillage. Vendors are responsible for removing all trash and grease from their area each evening.



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2018 FOOD VENDOR RULES AND REGULATIONS, cont'd

3. HEALTH DEPARTMENT REQUIREMENTS

Food booths are required to operate under the Pennsylvania Food Code and should obtain necessary health permits and or licenses by contacting CHESTER COUNTY HEALTH DEPARTMENT at 610-344-6225. Any associated fees are the vendor's responsibility. A copy of the license must be supplied with this application. Vendors failing to submit this documentation will not be allowed to participate. The Health Department will also expect food vendors to have their latest inspection report available at the fair if someone wants to see it.

4. PA SALES TAX

Vendors who are not tax-exempt are required under the State of Pennsylvania are required to collect sales tax in accordance within state guidelines. The Unionville Community Fair, Inc. will not be held responsible for collecting taxes for vendors. Any vendor who must report tax and does not have valid sales and use tax ID, may contact the Pennsylvania Department of Revenue at 1-717-787-1064.

5. FEES

- FOR PROFIT FOOD VENDOR- 20% of GROSS SALES.
- NON PROFIT FOOD VENDOR-15% of GROSS SALES.

Gross Sales Payments and any additional electrical circuit charges will be collected by the Unionville Community Fair, Inc. at the end of each business day, accompanied by a supporting register receipt(s). A daily sales form will be provided.

- ELECTRIC:** See first page under "Power Needs" for rates. **This fee must be included in application and received by September 1, 2018. Make checks payable to: Unionville Community Fair, Inc. and mail to: P.O. Box 298, Unionville, PA 19375**

6. HOLD HARMLESS CLAUSE

Vendor, its officers, and members shall hold harmless and defend The Unionville Community Fair, Inc. and its agents, officers and volunteers from all liability, judgments, suits, costs and actions, including attorneys' fees and all costs of litigation of every kind and description brought or rendered against The Unionville Community Fair, Inc. as a result of loss, damage, or injury of persons or property by reason of any act or failure to act by its officers, members or volunteers.

GENERAL RELEASE AND ACCEPTANCE OF RULES AND REGULATIONS: The applicant(s) have read the rules and regulations and agree to abide by said rules. In addition, the applicant(s) do expressly release the Unionville Community Fair, Inc. from all liability for injury, damage or loss to persons or property.

SIGNATURE OF APPLICANT: _____

NAME OF VENDOR: _____ DATE: ___/___/____