

Food Vendor Requirements and Responsibilities

Please **KEEP** this page for your reference.



1. You are responsible for bringing your own entire booth set up including; tables, chairs, canopies, etc. Extra equipment is available for rental prior to the event, please see the application page for equipment rental prices.
2. Your booth space is approximately 12' x 10'.
3. NO amplified sound may be permitted in your booth space.
4. A Security Deposit of \$200 for clean up is required.
At the end of the event, your block captain will inform you if your space passes inspection. If your space passes inspection your clean up deposit will be mailed back to you the following Monday. If you leave prior to inspection of your space or do not clean up properly your clean up deposit may be forfeited. **It is the responsibility of the vendor to remove all oils and grease unless you have already made arrangements with Waste Oil Recyclers. All charcoal must also be removed from your space, after it has been cooled.**
5. Your booth must follow all Health Department Regulations.

Chester County Health Department
Chester County Government Services Center
601 Westtown Road – Suit 288 West Chester, PA 19382
Phone: (610) 344-6689 Fax: (610) 344-5934

Certificate of Insurance Info

6. All restaurants/food vendors/specialty food vendors/caterers need to provide a certificate of their insurance with their application, naming the Boro of West Chester as additionally insured for the date of the event.
This application is invalid if not submitted.
7. Set up times will vary for this event. We will assign a specific time for you to set up your space. Please adhere to the time assigned to keep traffic congestion to a minimum.
8. If your application is incomplete, it will be mailed back to you.
9. The West Chester Parks & Recreation Department reserves the right to deny applicants for not adhering to our regulations and/or requirements.
10. **This event is rain or shine except in severe circumstances. Please note: There are NO REFUNDS for this event unless West Chester Parks & Recreation CANCELS.**
11. You must send a self-addressed stamped (**with two stamps**) letter-sized envelope for us to return the festival information back to you. Space assignments will be mailed to you within two weeks prior-to show dates. A map of your space will also be included. Requests for specific space will be considered but not guaranteed.
12. Please do not sell anything not listed on your application. All foods are subject to review by the CHESCO Health Department and may be disqualified due to duplication of product or products not on your approved list.
13. The West Chester Parks & Recreation Department reserves the right to cancel/change an event, alter or change booth space or refuse anyone who does not meet our event requirements at any given time. We also reserve the right to limit the number of food vendors selling a particular item. If we feel there are too many duplications in product, we will return your application fee.
14. If you must leave the event early for any reason, be sure to visit the West Chester Parks & Recreation booth to let us know.
15. Do not forget the \$50.00 late fee for any applications postmarked AFTER the deadlines listed! If your application is late and you do not send in the late fee, your applications will be sent back to you.
16. **ALL CHECKS MUST BE POSTMARKED FOR THE DATE OF THE EVENT SEPTEMBER 16, 2018 (not the rain date).**
17. All generators must be 60 decibels or lower. If your generator is louder than 60 decibels you will be told to find another power source.

**Should you have any questions please contact
West Chester Parks and Recreation at (610) 436-9010**