



3rd Annual Shawnee Mountain Timber & Balloon Festival October 17th, 18th and 19th, 2008



Food Concessionaire Registration Form General Information - Procedures, Conditions, and Rates

This document contains pertinent rules and regulations that govern the operations of the Shawnee Mountain Timber & Balloon Festival (SMTBF).

Due to limited space, SMTBF is extending a limited number of invitations to those vendors that participated the previous location who submit fully executed applications with required enclosures and deposit (see below) by the **July 18, 2008** deadline. Beyond this date, space will be available on a first come, first served basis. Priorities for space will be reviewed based on date of receipt of fully executed application and type of product/item. SMTBF reserves the right to approve any product/item a vendor may wish to sell or dispense as well as limit the number of concessions selling the same product/item.

All vendors MUST specify their SINGLE item for exclusivity.

SMTBF strives to maintain a balance and diversity in vendor offerings, and quality offerings. All applications and products are reviewed so that we may maintain this balance. Our goal is to keep standards high and promote a safe, successful and fun festival. The policies and regulations set forth in this document are designed to maintain order and to regulate activities on the Festival site. Regulations will be enforced.

This is an outdoor event; be prepared for any type of weather in October. Please dress accordingly, i.e. turtlenecks, sweaters, waterproof boots, raincoats and shorts). Tents, canopies and pop-ups must be secured to withstand October weather.

PROCEDURES

The following application and agreement must be fully completed, signed and returned with the following enclosures in order to be considered for participation:

- Up-dated photograph of booth and products
- Detailed list of all proposed products/items sold identifying primary sale item
- \$200.00 deposit fee with a completed and signed application by July 18, 2008
- Full payment by September 1, 2008
- Certificate of Insurance naming **Ski Shawnee, Inc.** as an additional insured.

Festival (New) Display times

Friday, October 17th	4:00 p.m. – approximately 9:30 p.m.
Saturday, October 18th	10:00 a.m. – approximately 6:00 p.m.
Sunday, October 19th	10:00 a.m. – approximately 6:00 p.m.

CONDITIONS FOR 2008

1. All locations will be assigned by SMTBF. While written location requests will be considered, placement will be at the sole discretion of SMTBF staff. Use of Shawnee Mountain property is strictly limited to assigned location.
2. Exhibitor/Concessionaire parking is provided in designated areas only. With the exception of specified set-up/load-in and break-down/load-out times, vehicles will not be permitted at event site. Vehicles will be removed immediately when asked to be by SMTBF staff.
3. A photograph of the concession set-up and detailed description of products/items to be sold is required with the application before the application can be approved. All items food vendor/concessionaire wishes to sell are subject to approval by SMTBF. Any items not listed on the application and approved, will not be allowed to be sold during event. Items will be removed from the concession stand when asked by SMTBF staff. Failure to abide may result in being asked to leave the festival without a refund.
4. Food/Concessionaire must provide a certificate of insurance to SMTBF prior to September 4, 2008. The certificate of insurance should indicate comprehensive general liability coverage including product coverage. Certificates of insurance must list the following as additional insured: **Ski Shawnee, Inc. The minimum amount of \$1,000,000 should be indicated.** A space will not be held until the deposit of \$200.00 is received. All deposits and forms must be at SMTBF no later than the deadline date or the deposit is forfeited and the space is released. Final payment and all forms **MUST** be received no later than September 4, 2008, or the space and deposit will be forfeited.
5. All signs and displays must be of a professionally produced nature. Prices of items must be displayed. Hand billing of any kind, without the written consent of SMTBF, is prohibited. SMTBF reserves the right, at its sole discretion, to alter or remove any exhibit or merchandise that does not reflect the high standards of SMTBF. Signs and displays deemed offensive or inappropriate may result in exercise of this option.
6. Food/Concessionaires are required to keep a neat, presentable booth at all times. Tables should be covered. Empty boxes and trash will not be permitted around the booth. This looks unprofessional and sloppy. SMTBF reserves the right, at its sole discretion, to alter or remove any exhibit or merchandise that does not reflect the high standards of SMTBF. Merchandise deemed offensive or inappropriate may result in exercise of this option.
7. It is the sole responsibility of each exhibitor/concessionaire to obtain the applicable and appropriate state and local licenses and permits as well as payment of taxes pertaining to their operation. Please note: Food vendors should expect inspection of food operations by PA Dept. AG who will require proof of Pennsylvania Tax Number before issuing a food service permit. The Tunkhannock district office number is 570-836-2181. The food inspector will bring the permits with him. **The inspector will be available from Noon until 3 p.m. on Friday; therefore, food vendors must be checked-in not later than noon on Friday to be inspected and receive permits.** (By the time October rolls around, you may already have purchased the permit, so bring all the ones you purchased this year from PA.)
8. A limited number of electrical hook-up will be available (SEE Application). You can also use propane to run your booth during the day. Generators may only be used with SMTBF approval. Vendor agrees to hold SMTBF, **Ski Shawnee, Inc.** and any officers and/or owners of the aforementioned company harmless for any damage to equipment caused by any malfunction. Exhibits must remain open until event closing and will require lighting. SMTBF will provide day and evening security, but food/concessionaire agrees to hold above-listed organizations harmless for any injury, theft or other loss that may occur to property or person during the load-in/set-up, event, break-down/load-out of the Festival.
10. Sale of certain food, including all beverages and certain merchandise items will be reserved exclusively for SMTBF. SMTBF also reserves the right to restrict which items will be sold, to include exclusive agreements with national product lines and those who have entered an agreement with SMTBF to be the "official" vendor, such as: soda, bottled water, beer, Festival T-shirt and some hot air balloon-related items. (No beverages will be permitted to be sold other than SMTBF sales.)
11. Food/Concessionaires are not to begin striking their display until Sunday at approximately 6:00 p.m. Leaving early makes the festival look in disarray; and concessionaires who leave early will not be invited to participate the following year.
17. **INSURANCE** ** Please note: All vendors are required to submit proof of these types of insurance: general liability, automobile. Proof of these insurances must arrive at Shawnee Mountain no later than September 4, 2008, or vendor space will be released to vendors on our waiting list: Mail Proof to:

Shawnee Mountain Ski Area, Attn: Jim Tust
PO Box 339
Shawnee on Delaware, PA,18356

Electrical: Electrical arrangements must be made prior to your arrival. Last minute electrical changes will not be accepted. (**NO GENERATORS PERMITTED EXCEPT WITH SMTFF APPROVAL!**)

110 VOLT POWER
15 AMPS - \$50.00

Above 15 amps or 110 volts call Jim Tust @ Shawnee Mountain 570-421-7231 ext. 221

INSURANCE: Vendors must have current Certificate of Insurance naming **Ski Shawnee, Inc.**

Compute Total Costs

Total fee for space	\$ _____
Total fee for electric	\$ _____
Total combined fee due	\$ _____
Deposit due with this application	\$ <u>200.00</u>
Remainder due No Later Than - September 1, 2008	\$ _____

I have read and understand and will abide with 3rd Annual Shawnee Mountain Timber & Balloon Festival 2008 general information, procedures, rates and conditions.

By signing this application, I acknowledge that the Festival is subject to various weather conditions and federal safety regulations. All performances, balloon launches, and aviation shows are conducted in accordance with FAA rules governing the Festival. The Balloonmeister, the FAA, and certain SMTBF staff have the right to move and/or remove an exhibit. Cancellation of any portion of the event due to weather conditions shall not affect the exhibit times listed. No refund of application fees. Exhibits must remain open until closing, unless the Festival is closed to the public.

Applicant Signature _____

Date _____

Please Print Name _____

Please make checks payable to: **Ski Shawnee, Inc.**

Mail to: Shawnee Mountain Ski Area
Attn: Scott Beagin
PO Box 339
Shawnee on Delaware, PA 18356

Tentative Check-In and Set-Up Schedule for 2008

Vendors with Open Air Space & Trailers:

Thursday, October 16th	10am-7pm
Friday, October 17th	10am-2pm

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Food Concessionaire Application and Agreement

Please print clearly or type the following information:

Company Name _____
Primary Item _____
Contact/Representative Name _____
Street Address _____
City _____ State _____ Zip _____
Phone (H) _____ (Before/After) What Time _____
Business _____ Fax _____
E-Mail _____

The above named has read and understands the general information, procedures and conditions and seeks admission as a concessionaire.

One Sale Item (for exclusivity) _____
(Use additional sheets as necessary, if this is not completed, products may be duplicated.)

Other Product/Items

Description: _____

(Use additional sheets as necessary)

FOOD VENDOR SPACE AND COST

October 17, 18 & 19, 2008 _____ 10' x 17 spaces @ \$720.00 = \$ _____
ELECTRICITY (15 amp only) @ \$50.00 = \$ _____
(extension cords and lights not provided)
Amount Enclosed (minimum \$200.00 deposit per space) = \$ _____
TOTAL AMOUNT DUE = \$ _____

Pay By Major Credit Card:

Visa MasterCard American Express Discover

Name As Appears on Card: _____

Card #: _____ Exp: _____ / _____

If you are not accepted for the Festival your payment will be returned by September 15, 2008

Please complete and return this form along with your payment, checks payable to **Ski Shawnee, Inc.**, to:
Shawnee Mountain Ski Area Attn: Scott Beagin
PO Box 339, Shawnee-on-Delaware, PA 18356

Number of vehicle passes required _____ (Limit 2)

Number of Vendor passes needed for festival _____ (Limit 6)

Anticipated date & time of set up of your booth _____