



# Shawnee Mountain Autumn Timber Festival Food Vendor Application

October 6<sup>th</sup> & 7<sup>th</sup>, 2012  
Rain or Shine

## General Information - Procedures, Conditions, and Rates

This document contains pertinent rules and regulations that govern the operations of the Shawnee Autumn Timber Festival hosted by Ski Shawnee, Inc (SSI).

We are extending invitations to vendors who submit fully executed applications with required enclosures and payments (see application page) by the **September 1, 2012** deadline. Priorities for space will be reviewed based on past participation, date of receipt of fully executed application and type of product/item.

The Autumn Timber Festival (ATF) 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.

## PROCEDURES

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

1. A photograph of the concession set-up and detailed description of products/items to be sold is required for vendors who have never participated at any Shawnee Mountain Festivals (photo may also be emailed to trissa@shawneemt.com).
2. Detailed list of all proposed products/items sold identifying offerings and projected pricing for those offerings.
3. **\$400.00** vendor fee with a completed and signed application by September 1, 2012. **If vendor fee is not paid by September 1, 2012, vendor fee will be \$450.** If you are not accepted for the Festival your check will be returned to you by September 24, 2012.
4. Certificate of Insurance naming **Ski Shawnee, Inc.** and **Shawnee Autumn Timber Festival** as an additional insured.

### Festival Display Times

**Saturday, October 6th 11:00 a.m. – 6:00 p.m.**

**Sunday, October 7th 11:00 a.m. – 6:00 p.m.**

## CONDITIONS FOR 2012

1. All locations will be assigned by SSI and ATF staff. While written location requests will be considered, placement will be at the sole discretion of SSI and ATF 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 ATF or SSI 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 SSI and ATF staff. Any product not specified in the application will not be allowed at the Festival, unless permission is sought and given, in writing. Items will be removed from the concession stand when asked by SSI or ATF staff during the festival if they were not approved. Failure to abide may result in not being asked back to the festival in future years.
4. Food/Concessionaire must provide a certificate of insurance to SSI by September 1, 2012.

**INSURANCE VERIFICATION** - Each exhibitor must provide Ski Shawnee, Inc. with a certificate for Comprehensive General Liability and Automobile Insurance, \$1,000,000 minimum plus Workers Compensation as provided by the statutory limits of \$100,000 each accident, \$500,000 disease policy limit and \$100,000 disease for each employee.

Ski Shawnee, Inc. must be listed as additional insured under general liability in relation to show participation, on the certificate under "Description of Operations / Locations / Vehicles/ Exclusions added by Endorsement / Special Provision".

There are two exceptions to the Workers Compensation requirement (1) Canadian exhibitors and (2) any vendor that is self employed with zero employees; this exhibitor must submit a date/signed letter stating "I am self employed with zero employees and therefore exempt for carrying Workers Compensation. Exhibitors who retain subcontractors must have those subcontractors submit certificates as outlined for exhibitors. The exhibitor must provide that subcontractor's certificate when providing its own certificate. Certificates are required with deposit.

All payments and forms must be sent to ATF no later than the deadline date September 1, 2012. If there is a problem with your insurance please contact us at 570-421-7231.

5. All signs and displays must be of a professionally produced nature. Prices of items must be displayed.
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.
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 Department of Agriculture.

8. A limited number of electrical hook-ups will be available (SEE Application). You can also use propane to run your booth during the day. Generators may only be used with SSI and ATF approval. Vendor agrees to hold Ski Shawnee, Inc. and Shawnee Autumn Timber Festival and any officers and/or owners of the aforementioned company harmless for any damage to equipment caused by any malfunction.

9. SSI and ATF 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 beverages will be reserved exclusively for SSI and ATF. SSI and ATF 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 SSI and ATF to be the "official" vendor, such as: soda, beer, wine and Festival T-shirt.

11. Food/Concessionaires are not to begin striking their display until Sunday at 6:00 p.m. Exhibits must remain open until event closing, even if exhibitor is sold out. Leaving early makes the festival look in disarray; and concessionaires who leave early will not be invited to participate the following year.

12. We will have limited space available in a walk-in for those who want to store perishables until needed. Indicate if you think you'll want to store anything in the refrigerated unit on your application form. Any refrigeration questions please call Jim Tust at 570-421-7231.

13. REMINDER: INSURANCE \*\* Please note: All vendors are required to submit proof of insurance, please see #4 above for specifics. Proof of this insurance must be mailed with your application to ATF no later than September 1, 2012, or vendor space will be released to vendors on our waiting list. Fax certificate of insurance to 570-421-4795 OR mail to:

**Shawnee Autumn Timber Festival**  
**Shawnee Mountain**  
**PO Box 339**  
**Shawnee on Delaware, PA 18356**

*If you are looking for accommodations, there is a KOA camping ground less than a mile from Shawnee Mountain Ski Area, as well as nearby Shawnee Inn, Days Inn, Budget Inn and Fernwood Resort.*

# Shawnee Autumn Timber Festival Food Vendor Application

Business Name: \_\_\_\_\_

Street or PO Box: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_ Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

E-mail Address: \_\_\_\_\_

The deadline is September 1, 2012. Vendor hereby requests permission to display and sell the products and/or services listed at the end of this document. Further, the Autumn Timber Festival (ATF) and Ski Shawnee, Inc. (SSI), 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. DO NOT bring items to the Festival unless previously approved. On the day of the Festival, our standards committee will be monitoring compliance.

I have read and understand and will abide with Shawnee Autumn Timber Festival 2012 general information, procedures, rates and conditions.

By signing this application, I acknowledge that the Festival is subject to various weather conditions and state and federal safety and health regulations. No refund of application fees. Exhibits must remain open until closing.



Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please Print Name: \_\_\_\_\_

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

For more information you can call us at 570-421-7231  
or visit our website at [www.shawneemt.com](http://www.shawneemt.com)



**FOOD VENDOR SPACE AND COST**

October 6 & 7, 2012 \_\_\_\_\_ 12' x 12' spaces @ \$400.00 = \$ \_\_\_\_\_

**\$450, if paid after September 1st, 2012**

ELECTRICITY (15 amp only) @ \$60.00 = \$ \_\_\_\_\_

(Extension cords and lights not provided.)

NOTE: Electrical: Electrical arrangements must be made prior to your arrival. Last minute electrical changes will not be accepted.

**(NO GENERATORS PERMITTED EXCEPT WITH SSI AND ATF APPROVAL!)**

**110 VOLT POWER , 15 AMPS - \$60.00**

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

REFRIGERATION (storage space) @ \$30.00 = \$ \_\_\_\_\_

(Festival not held responsible for spoiled food or cooling failure.)

**TOTAL AMOUNT ENCLOSED = \$ \_\_\_\_\_**

Please complete and return this form along with your payment by September 1, 2012 checks payable to **Ski Shawnee, Inc.**

Mail to: **Shawnee Mountain Autumn Timber Festival**  
**Shawnee Mountain**  
**PO Box 339**  
**Shawnee on Delaware PA 18356**

**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 24, 2012.

**Tentative Check-In and Set-Up Schedule for 2012**

Friday, October 5th – 9am - 6pm Day of Festival, Saturday, October 6th - 7am - 10am.  
Vehicles MUST be out by 10am.

Number of vehicle passes required \_\_\_\_\_ (Limit 2)

Number of Vendor passes needed for festival \_\_\_\_\_ (Limit 4)

Anticipated date & time of set up of your booth \_\_\_\_\_

*Reminder: This is an outdoor event; be prepared for any type of weather. Tents, canopies and pop-ups must be secured to withstand the weather*