



4th Annual Shawnee Mountain Timber & Balloon Festival Food Vendor Application

October 16th, 17th and 18th, 2009
Rain or Shine

General Information - Procedures, Conditions, and Rates

This document contains pertinent rules and regulations that govern the operations of the Shawnee Mountain Timber & Balloon 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, 2009** deadline. Priorities for space will be reviewed based on past participation, date of receipt of fully executed application and type of product/item.

Shawnee Mountain Timber & Balloon Festival (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.

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.
2. Detailed list of all proposed products/items sold identifying offerings and projected pricing for those offerings.
3. **\$600.00** vendor fee with a completed and signed application by September 1, 2009. If you are not accepted for the Festival your check will be returned to you by October 9, 2009.
4. Certificate of Insurance naming **Ski Shawnee, Inc.** and **Shawnee Mountain Timber & Balloon Festival** as an additional insured.

Festival Display Times

Friday, October 16th 4pm – 10pm
Saturday, October 17th 10am – 6pm
Sunday, October 18th 10am – 6pm

CONDITIONS FOR 2009

1. All locations will be assigned by SSI and SMTBF staff. While written location requests will be considered, placement will be at the sole discretion of SSI and 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 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 SMTBF 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 SMTBF 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, 2009. The certificate of insurance should indicate comprehensive general liability coverage. Certificates of insurance must list the following as additional insured: Ski Shawnee, Inc. and Shawnee Mountain Timber & Balloon Festival. The minimum amount of \$1,000,000 should be indicated. All payments and forms must be sent to SMTBF no later than the deadline date September 1, 2009. 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-up 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 SMTBF approval. Vendor agrees to hold Ski Shawnee, Inc. and Shawnee Mountain Timber & Balloon Festival and any officers and/or owners of the aforementioned company harmless for any damage to equipment caused by any malfunction.
9. SSI and 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, and break-down/load-out of the Festival.
10. Sale of beverages will be reserved exclusively for SSI and SMTBF. SSI and 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 SSI and SMTBF 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 general liability insurance. Proof of this insurance must be mailed with your application to PWF no later than September 1, 2009, or vendor space will be released to vendors on our waiting list: Mail Proof to:

Shawnee Mountain Timber & Balloon 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(formerly the Shannon Inn) and Fernwood Resort.

Shawnee Mountain Timber & Balloon Festival Food Vendor Application

Business Name: _____

Street or PO Box: _____

City: _____ State: _____

Zip: _____ Phone: _____ - _____ - _____

E-mail Address: _____

The deadline is September 1, 2009. Vendor hereby requests permission to display and sell the products and/or services listed at the end of this document. Further, the Shawnee Mountain Timber & Balloon Festival, LLC (SMTBF) 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 Mountain Timber & Balloon Festival 2009 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.

**For The Safety & Enjoyment
of All, Please No...**



Thank you!

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

FOOD VENDOR SPACE AND COST

October 16, 17, & 18, 2009

_____ 12' x 12' spaces @ \$600.00 = \$ _____

ELECTRICITY (15 amp only) @ \$50.00 = \$ _____

(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 SMTBF APPROVAL!)

**110 VOLT POWER
15 AMPS - \$50.00**

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

REFRIGERATION (storage space) @ \$25.00 = \$ _____

(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, 2009. Checks payable to **Ski Shawnee, Inc.**

Mail to: **Shawnee Mountain Timber & Balloon 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 October 9, 2009.

Tentative Check-In and Set-Up Schedule for 2009

Thursday, October 15th 10am – 7pm

Day of Festival, Friday, October 16th, from 7am – 2pm. Vehicles MUST be out by 3pm.

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