



# AUTUMN TIMBER FESTIVAL FOOD VENDOR APPLICATION

- WHERE:** Shawnee Mountain Ski Area  
401 Hollow Road, East Stroudsburg, PA 18301
- WHEN:** Saturday, October 12 & Sunday, October 13, 2019  
11:00 am to 5:00 pm both days
- SET-UP:** **Day before event** – Friday, October 11, 2019 from 11:00 am to 6:00 pm  
**Day of event** – Saturday, October 12, 2019 from 7:00 am to 10:00 am  
*All additional vehicles **MUST** be moved out of the festival grounds by 10:00 am on the day of the festival. Necessary inspections will begin prior to opening.*
- DEADLINE:** All applications must be submitted by August 25, 2019.
- VENDOR SPACE:** Booth space is limited to a single 12'x12' booth (including all wires, stakes, poles, etc.) with a good roof that can withstand wind, rain and other inclement weather. Come prepared for all types of weather. You must secure your booth in case of windy conditions. All items being sold or displayed must be contained in booth space.
- ELECTRICITY:** Vendors must list all electrical connections on application. Electrical arrangements must be made prior to your arrival. 15 amp/110 volt only. Last minute electrical changes will not be accepted. All generators must be approved by Ski Shawnee, Inc.
- WEATHER:** The festival will not be cancelled because of rain. This is an outdoor event; be prepared for any type of weather. Tents, canopies and pop-ups must be secured to withstand the weather.
- CERTIFICATE OF INSURANCE:** A current Certificate of Insurance is required for all vendors naming Ski Shawnee, Inc. as an additional insured. Certificate of Insurance is required before set-up.
- REQUIREMENTS:** The exhibitor will be responsible to be open during the entire festival. You cannot vacate early. Your booth must be neat, attractive and well-maintained. Signage with visible and clear pricing is required. You are responsible for setting up, maintaining and removing your own booth, merchandise and trash.
- CONTACT US:** Nancy Fish – Festival Vendor Coordinator  
Phone: 570-421-7231 ext. 255      Fax: 570-421-4795  
Email: [nfish@shawneemt.com](mailto:nfish@shawneemt.com)  
Mailing Address: Shawnee Mountain Ski Area  
PO Box 339, Hollow Road  
Shawnee-on-Delaware, PA 18356  
Attn: Festival Committee
- APPLICATION CHECKLIST:** Please mail, fax or email the following items for approval:
- Application
  - Payment
  - Food menu with pricing
  - Affirmation & Liability Release
  - Certificate of Insurance
  - Photo of your booth / any high-quality photos for our website and advertising

**KEEP THIS COVER SHEET FOR YOUR INFORMATION**



# FESTIVAL PROCEDURES, CONDITIONS & RATES

## GENERAL INFORMATION

This document contains pertinent rules and regulations that govern the operations of the 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 **August 25, 2019** deadline. Priorities for space will be reviewed based on past participation, date of receipt of fully executed application and type of product/item. 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 [nfish@shawneemt.com](mailto:nfish@shawneemt.com)).
2. Detailed list of all proposed products/items sold identifying offerings and projected pricing for those offerings.
3. **\$300.00** vendor fee with a completed and signed application by **August 25, 2019**. **If vendor fee is not paid by August 25, 2019, vendor fee will be \$350**. If you are not accepted for the Festival your check will be returned to you by September 22, 2019.
4. Certificate of Insurance naming **Ski Shawnee, Inc.** and **AUTUMN TIMBER FESTIVAL** as an additional insured.

## CONDITIONS

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 **August 25, 2019**.

## 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 **August 25, 2019**. 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 ATF approval.** Vendor agrees to hold Ski Shawnee, Inc. and 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 5:00 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 see #4 above. Proof of this insurance must be mailed with your application to ATF no later than **August 25, 2019**, or vendor space will be released to vendors on our waiting list. Fax certificate of insurance to 570-421-4795 OR mail to:

**Shawnee Mountain Ski Area**

PO Box 339, Hollow Road  
Shawnee on Delaware, PA 18356  
Attn: Festival Committee

14. Security will be provided (as a courtesy) for the vendor booths from 5:00 pm to 11:00 am, each day of the event.  
**SKI SHAWNEE, INC. WILL NOT BE HELD LIABLE OR BE RESPONSIBLE FOR LOSS, THEFT OR DAMAGE.**

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



# AUTUMN TIMBER FESTIVAL FOOD VENDOR APPLICATION

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

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

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

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

E-mail Address (required): \_\_\_\_\_

Nature of goods to be sold: \_\_\_\_\_

Were you a vendor last year / Do you want the same space?: \_\_\_\_\_

Number of vehicle passes (max 2): \_\_\_\_\_ Anticipated date & time of set-up: \_\_\_\_\_

Do you have (please circle): Facebook, Twitter, Instagram Hashtag: \_\_\_\_\_

The deadline is **August 25, 2019**. Vendor hereby requests permission to display and sell the products and/or services listed above. 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 AUTUMN TIMBER FESTIVAL 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.*

*Ski Shawnee, Inc. reserves the right to refuse any application. Submission of this application does not guarantee a space.*



## AUTUMN TIMBER FESTIVAL FOOD VENDOR APPLICATION

- 1. PROPOSED MENU OFFERINGS:** List the items you want to sell at the festival. Please try to be as specific as possible and list projected selling prices. Any changes in menu must be submitted in advance, in writing, and approved by the committee.
- 2. REMINDER:** No beverages or otherwise, may be sold without prior approval of the Festival Committee. The sale of alcoholic beverages is strictly prohibited.
- 3. FOUR ITEM LIMIT:** Please try to stay within the suggested limit. If the festival committee feels your projected selling prices are too high, we will let you know. **Offerings must stick to the theme of the festival.**
4. Submitting your application does not guarantee acceptance into the event. Vendors selling similar items will be limited.

1.	\$
2.	\$
3.	\$
4.	\$
5.	\$

**Please, if you have any food or menu related questions, call Nancy Fish at 570-421-7231 ext 255**

**Your menu and pricing must be clearly labeled at your booth.**



# AUTUMN TIMBER FESTIVAL FOOD VENDOR APPLICATION

_____ <b>12'x12' Vendor Space</b> \$350 if paid after August 25, 2019	<b>\$300.00</b>	= \$ _____
_____ <b>Electricity (15 amp/110 volt only)</b> Extension cords & lights not provided <i>Above 15 amps or 110 volts, call Jim Tust @ 570-421-7231 ext. 221</i>	<b>\$60.00 (per line)</b>	= \$ _____
_____ <b>Refrigeration (storage space)</b> Festival is not held responsible for spoiled food, cooling failure or inventory control.	<b>\$40.00</b>	= \$ _____
<b>Total Amount Enclosed</b>		= \$ _____

**NOTE:** 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!)**

### PAY BY CHECK

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

### Mail to:

Shawnee Mountain Ski Area  
PO Box 339, Hollow Road  
Shawnee on Delaware, PA 18356  
ATTN: Festival Committee

### PAY BY CREDIT CARD

By supplying the following information, your credit card will be charged for the full fee, as per your application, upon your acceptance as a Vendor at the AUTUMN TIMBER FESTIVAL on October 12 & 13, 2019.

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

Please Circle:    Visa        MasterCard        American Express        Discover

Name on Credit Card: \_\_\_\_\_

Card #: \_\_\_\_\_ Exp: \_\_\_\_\_ / \_\_\_\_\_

Security Number: \_\_\_\_\_

Billing Address of Credit Card: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

If you are not accepted for the Festival your payment will be returned by September 22, 2019.



# AFFIRMATION & LIABILITY RELEASE

I, \_\_\_\_\_, hereby affirm that I have been well advised and thoroughly informed of the inherent hazards and policies of the event. I know that by participating in the **2019 AUTUMN TIMBER FESTIVAL**, I am exposing myself to certain known and unknown liabilities in my direct and indirect actions with the public and invitees of this event. I also understand that if I choose to hire help for the event, that I am directly responsible for their actions or injury. I hereby personally assume all risks associated with my voluntary participation in this event for any harm, injury or damage that may befall me or any employee or temporary help, as a result of my participation, whether foreseen or unforeseen.

I understand and agree that Ski Shawnee, Inc. located in Monroe County in the state of Pennsylvania, their members and/or directors and officers may not be held liable in any way for any occurrence in connection with my participation in the **2019 AUTUMN TIMBER FESTIVAL** that may result in injury, death, or other damages to me or my family, heirs, or assigns, and in consideration of being allowed to participate in this event, I hereby personally assume all risks in connection with said event for any harm, injury, or damage that may befall me, including all risks connected therewith, whether foreseen or unforeseen; and further to save and hold harmless said event and persons from any claim by me, or my family, estate, heirs, or assigns arising out of my participation in this event.

I further state that I am of lawful age and legally competent to sign this affirmation and release, or that I have acquired the written consent of my parents or guardians; that I understand the terms herein are contractual and not a mere recital; and that I have signed this document of my own free will.

It is my intention by this instrument affirmed by my signature below to exempt and release **2019 AUTUMN TIMBER FESTIVAL** and Ski Shawnee, Inc., their members, directors and officers from all liability whatsoever for personal injury, employer's liability and workers' compensation, property damage or wrongful death arising out of or in the course of my participation in this event.

I HAVE FULLY INFORMED MYSELF OF THE CONTENTS OF THIS AFFIRMATION AND RELEASE BY READING IT BEFORE I SIGN IT.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Signature of Participant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name