



Funfest 2022

Booth Application

For Sunday September 11, 2022

APPLICATION: The application following must be completed in full or it will be rejected. Applications must be signed by the company/organization. You must give an exact list of all of the items to be sold/distributed. Funfest reserves the right to restrict certain food items in order to avoid duplications. Members of the Booth Committee will inspect booths upon set-up to see that menus coincide with those submitted. Funfest reserves the right to restrict sales of items not listed on the participants' application.

- **ALL vendors and booths ALL, and access to sidewalks will be restricted. Vendors with trailers, should bring materials to level your trailers in case roadway is uneven.**
- **All Vendors are now limited to a DEPTH of TEN (10) FEET.**
- **All storage items, etc. must remain WITHIN your booth space. Sidewalks cannot be used for storage. Nothing is to be placed on sidewalks except power cables from generators if necessary.**

BOOTH/TRAILER SIZE: All Booth spaces are **15' wide by 10' deep**. All Funfest Vendors must specify the exact overall size of your booth/trailer on the application, and that size must include trailer tongue (if applicable). Funfest reserves the right to either relocate or remove booths or trailers which exceed the space reserved for them. Booths, tables and stands must be provided by the vendors. Vendors are also required to provide a description of your set-up (trailer, tent, booth, etc.) to help in mapping the event.

ELECTRICITY: All booths are encouraged to be self sustaining. We strongly recommend the use of sterno, gas, or a quiet and nonpolluting generator. If you cannot operate without an outside electrical source, Funfest will attempt to provide it for you. Vendors utilizing Funfest electricity will be placed at a location most easily accessible to Funfest electrical sources.

HOURS OF OPERATION Vendors may start set-up beginning Sunday morning at 7:00 a.m., however all vehicles, including trailers, storage units, or delivery vehicles, **MUST** be out of area by 8:30 a.m. All vehicles must be removed, and all booths should be open for business by 10 AM **Please note: Funfest's operating hours are now: Sunday: 10 AM to 6 PM.** All vendors are **REQUIRED** to remain open until closing. No early tear-down is allowed.

Please read the following vendor rules. Not all restrictions will apply to all booths.

FUNFEST STREET FAIR – Vendor Rules - Continued

LOCATION: All booth spaces will be located on CAN DO COMMUNITY PARK and the City's Wyoming Street Parking Lot in Downtown Hazleton. Broad Street will be open until right before the parade which steps off at 2:30 pm. Vendors will be assigned spaces as applications are received. Locations will be determined based on availability. Funfest reserves the right to put booths wherever they determine them to be of best benefit to the vendor and to Funfest. The decisions of the Booth Committee regarding locations will be based on non-duplication of products. Funfest Committee members will be available to direct you to your location. **east two weeks before.** This information will also be made available on our website.

SIDEWALK/STREET PROTECTION: **All vendors distributing food products, and especially those working with grease, must have sidewalk/street protection to include but not be limited to plastic covering and cardboard on sidewalks, booth sides, top and back. Although all vendors will be located on the street, backed up against the curb, sidewalks directly behind booths must still be covered as described above.** The primary purpose of this precaution is to protect city streets, sidewalks, and building fronts from excessive dirt, grease, and debris. Vendors will be responsible for the cleanliness of the booth area. Funfest reserves the right to shut down any booth not complying. And the operators of any booth where sidewalks or streets are stained will be billed for cleaning. Please do not block doorways with booth, supplies, etc.

ACCESSIBILITY/MENU SIGNS: In accordance with A.D.A. laws, all booths must be accessible to all patrons. Funfest Committee members will inspect booths before opening to assure that this is the case. Curb cuts at street corners are **NOT** to be blocked by booths and/or supplies. ADA also requires that all booths **display menus (if applicable) OUTSIDE their booths**, so that they can be seen by everyone. Signs should include products for sale and prices. Lettering must be at least 3" high in a dark color (blue or black) on white background. Lettering should **NOT** be all caps and should not be hand lettered or use broken lettering, such as in most stencil kits. Additional information regarding ADA is available upon request from Funfest. Vendors who do not follow these ADA standards will be given a warning by the Funfest Committee, and continued infractions will result in your booth not being invited to return to future Funfest events.

SANITATION: All booths offering food products must provide adequate garbage disposal containers, and will be responsible for the emptying of said containers. A dumpster will be available at Laurel and Mine Sts. for emptying trash cans. It is unlawful to dispose of grease, dirt or other solid debris in the city sewer system. It is the responsibility of each vendor to thoroughly clean his designated booth

area following the Funfest celebration. **DO NOT DISPOSE OF GREASE IN CITY SEWERS.** Used grease may be stored in metal containers and left at the curb Sunday night for disposal.

FIRE EXTINGUISHERS: All booths using electricity, generators, or any other type of heating device must have a fully charged ABC fire extinguisher at close hand within their booth/trailer. This rule will be strictly enforced by the Hazleton Fire Department, and affected booths will not be allowed to operate until the requirement has been met.

INSURANCE: All vendors doing business at Funfest, whether non-profit, commercial, contractor or agent, and regardless of the type of activity in which they are involved, are strongly encouraged to have liability insurance coverage. The following are required by Funfest to show proof of insurance: (A) Vendors whose activities pose risks greater than normal (i.e. rides, demonstrations, etc.), (B) Commercial vendors which are professional in nature, use electricity, and/or use any type of combustible material for any purpose such as the heating and/or preparing of food. Certificates of Insurance must be received by Funfest no later than August 20. Those not falling into the above categories are not required to provide proof of insurance, however, an authorized officer of each organization must sign the official Funfest Insurance Waiver (now part of the Release Form on reverse of Application).

HEALTH CONCERNS: Please be advised that Mr. Thompson will no longer be inspecting food stands at Funfest. This responsibility has been handed over to the Pennsylvania Department of Agriculture. You may visit the departments website at www.agriculture.state.pa.us here you will find all applicable guidelines for licensing, publications, forms and contact information. Additionally, you may contact Region 3 Bureau of Food Safety and Laboratory Services by writing to PDA, Bureau of food safety 113 SR 92 South, PO Box C Tunkhannock PA 18657 or calling 570-836-2181 Mr. John Rupert, Food Safety Supervisor. We will no longer be able to provide a license to these operations unless they obtain all necessary approvals from the PDA.

RESTRICTIONS: The following are strictly prohibited: 1. Sale or consumption of alcoholic beverages; 2. Games of chance which offer cash prizes; 3. Sale of any item which may be considered offensive; 4. Sales outside of booth area; 5. The use of loudspeakers, bull horns, speakers or any other means of amplification; 6. The placement of free standing signs on sidewalks or streets near booths; 7. The distribution of glass bottles to the public (bottled drinks must be poured into plastic cups for distribution.) 8. Toy weapons (guns/knives, etc.)-including rubber band guns, and anything else that launches a projectile-will not be permitted.

WEATHER: Funfest is a rain or shine event. There is no rain date. Be prepared!

QUESTIONS: Call Funfest Headquarters at (570) 455-1509 or e-mail at funfest@hazletonchamber.org.

IMPORTANT: FUNFEST RESERVES THE RIGHT TO CLOSE ANY BOOTH, OR TO RESTRICT PARTICIPATION IN FUTURE FUNFEST EVENTS FOR NONCOMPLIANCE OF ANY OF THE ABOVE POLICIES. BY SIGNING THE ATTACHED RELEASE, SPONSORING ORGANIZATIONS TAKE FULL RESPONSIBILITY OF KNOWING, UNDERSTANDING, AND ABIDING BY THE RULES SET FORTH HEREIN, AND FOR RELAYING SAID INFORMATION TO ANY VENDORS, WORKERS, ETC. WHO MAY BE INVOLVED WITH THE EVENT.

Retain this page for your records

FUNFEST Booth Application 2022

Application must be completed in full. Please TYPE or PRINT LEGIBLY!

Company/Organization Name _____

Phone No: _____ Email: _____

Contact Person _____

Address _____

PAYMENT ENCLOSED

BOOTH SIZE

Exact Dimensions of your booth (including trailer hitch/if applicable):

Length _____

Width _____ (Width/Depth is limited to 10' for ALL Vendors!)

Height _____

Please describe your set-up

(booth/trailer/etc.): _____

Total Number of Spaces Requested (at 15' length each)

NONPROFIT ONLY

_____ space(s) @ \$20 single space \$ _____

_____ additional space(s) @ \$5 per space \$ _____

COMMERCIAL SALES (food/games)

_____ spaces (s) @ \$100 single space \$ _____

Additional footage beyond 15' – sold as additional full booth space

_____ additional spaces @ 50 per space \$ _____

TOTAL BOOTH FEES \$ _____

Electricity Surcharge: (110-no more than 20 amps max)

_____ Spaces @ \$20 per space

TOTAL ELECTRICITY SURCHARGE \$ _____

TOTAL LATE FEES \$ _____

TOTAL ENCLOSED

\$ _____

Checks payable to "Funfest"

ELECTRICITY

We strongly encourage all vendors to be self-sustaining. If you cannot operate without an outside power source, you may purchase power from Funfest. Please check the one below which applies to you:

_____ I do not require electricity

_____ I will use my own generator

_____ I would like Funfest to provide electricity for my booth

(Please list the precise equipment which will need to be powered (lights, specific heating source, refrigeration, etc.),

Total number of watts/amps needed _____

Please note: location of booths using Funfest electricity is at the discretion of Funfest, based on our power sources.

PRODUCTS, ETC.

Please describe your booth below. If you will be displaying products or distributing information, please note it. This information will be used to assure that like booths are not placed near each other.

FUNFEST 2022 Street Fair Vendors' Release

Liability Waiver for NONPROFITS ONLY

Please note: This waiver does not apply to Commercial Vendors who: (A) are professional in nature; (B) use electricity for any purpose; and/or (C) use any type of combustible material for any purpose such as the heating and/or preparation of food. The above vendors must provide Funfest with a valid certificate of insurance. Vendors and/or organizations who do not fall into any of these categories may submit the following signature as waiver.

In consideration of our participation in the above entitled event, and with the understanding that such participation is voluntary, and that we have elected not to obtain liability insurance coverage, we hereby assume the inherent risks involved in any activities connected with this event. We expressly assume the risk of and accept full responsibility for any and all claims which may occur as a result of our participation in this event and release from liability Funfest and each of its officers, directors, agents, representatives, and employees.

We hereby waive any claim made as a result of our participation in the activities connected with this event in which we may voluntarily participate, and hereby agree to indemnify all of the above-named entities for any and all claims, including attorney's fees and costs, which may be brought against any of them by anyone claiming liability as a result of our participation in Funfest.

We understand that Funfest does not provide liability insurance for its participants and will not represent participants in any action brought against them as a result of their voluntary participation. I certify that I have read and fully understand this release. I am of lawful age and am legally authorized by the stated organization, and am competent to make this agreement:

Organization Representative Signature: _____

Witness Signature _____

Printed Name: _____

Witness Printed Name: _____

Payment to accompany application:

FUNEFEST

8 West Broad Street , Suite M-1490

Hazleton, PA 18201

funfest@hazletonchamber.org

Application by 9/6