



# West Chester Parks & Recreation May Day Festival of the Arts May 3, 2020

## Specialty Food Vendor Application

**READ THIS PAGE FIRST AND CLOSELY FOLLOW THE INSTRUCTIONS, OR  
YOUR APPLICATION WILL BE RETURNED TO YOU!**

### DIRECTIONS:

1. Complete the application page with all of your information for this event.
2. Write checks according to the following rules:
  - a. Write a **SEPARATE** check for the Space Fee for this event. You may include canopy rental fee with this check.
  - b. Write a **SEPARATE** \$50.00 Clean-Up Deposit check for this event.
3. Please write a **SEPARATE** \$25.00 check for electricity - Electricity is limited and first come first serve.
4. If your application is postmarked after the deadline listed, there will be a \$25.00 late fee, no exceptions.
5. Enclose one self-addressed stamped envelope for this event.
6. As a personal reference, please **KEEP** the Requirement and Responsibilities page.
7. In order to participate in this event, it is your responsibility to secure the proper licensing from the Chester County Health Department and provide a copy to the West Chester Parks & Recreation Department.
8. Complete the following checklist and include it with your application.
9. Food vendor spaces are limited. Please submit your application as early as possible.

### CHECKLIST:

- ☐ Fully completed Specialty Food Vendor Application.
- ☐ Separate check for the "Space Fee" payable to the West Chester Parks & Recreation Department. This check must be post-dated for the day of the event.
- ☐ Separate \$50.00 Clean-Up Deposit check for the May Day Festival of the Arts, payable to the West Chester Parks & Rec Department. This check must be post dated for the day of the event.
- ☐ Self-addressed stamped envelope (Size 10) 4 1/8" x 9 1/2"
- ☐ \$25.00 Late Fee (if necessary).
- ☐ Separate \$25.00 electric check (if necessary).

# SPECIALTY FOOD VENDOR APPLICATION

Specialty Food Vendors sell one item of food, for example cupcakes.  
If you are selling more than one type of food you would be considered a food vendor, for example ribs and pulled pork.

Name of Applicant (last name, first name): \_\_\_\_\_

Business Name (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

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

Phone: Day: \_\_\_\_\_ Evening: \_\_\_\_\_ Cell: \_\_\_\_\_

\*Please circle which phone number will be best to contact on the day of the event, in case of cancellation

Email: \_\_\_\_\_

Description of food to be sold: (The selling of any kind of water or soda is not permitted. With the Director's approval only, other beverages may be sold. No glass beverages are allowed.)  
\_\_\_\_\_

Dimensions of set up area: \_\_\_\_\_

Would you like to rent a canopy: Yes No  
Cost: \$ 75.00

Would you like electricity: Yes No  
Cost: \$25.00 - Electricity is limited

Are you planning on bringing a canopy: Yes No      Are you applying for more than one space: Yes No  
If so, how many: \_\_\_\_\_

Location of this event is at Everhart Park 100 S. Brandywine St. West Chester, PA 19382

Event Name	Date of Event	Application Deadline	Cost	Clean-Up Deposit
May Day Festival of the Arts	May 3, 2020 Time 11:00AM-4:00PM	April 3, 2020	\$150.00 per 10'x 10' space	\$50.00

All checks must be post dated for the day of the event.

A late fee of \$25.00 will be charged for applications postmarked after the deadlines.

A separate \$50.00 Clean - Up Deposit check is required for this event. The deposit is returned at the end of the event. We will not carry clean up checks over to other events.

Please see attached sheet for Requirements and Responsibilities.

*Checks should be made payable and mailed to:*

West Chester Parks & Recreation  
401 E. Gay Street  
West Chester, PA 19380

**For Office Use Only**

Space #

	OFFICE	USE	ONLY
	Date:	Amount:	Check #:
Registration			
Clean Up Fee			
Canopy Fee			
Electric			
Late Fee			

## SPECIALTY FOOD VENDOR REQUIREMENTS AND RESPONSIBILITIES

Please **KEEP** this page for your reference.

1. You are responsible for bringing your own entire booth set up including; tables, chairs, canopies, etc. Extra canopies are available for rental prior to the event, please see the application page for canopy rental prices.
2. Your booth space is approx. 10x10.
3. **NO** amplified sound may be permitted in your booth space.
4. You are responsible to clean up your area.
5. You are responsible for obtaining your own Chester County Health Food License from the Chester County Health Department. Your license must be obtained two weeks prior to the event. Your booth must follow all Health Department Regulations.

Temporary Event Food Vendor applications can be found on the Chester County Health Department's website at <http://chesco.org/2652/Temporary-Events>

A copy of your Chester County Health Dept. approval must to be sent in with your event application to the West Chester Parks and Recreation office.

6. You must send a self-addressed stamped envelope for each event that you would like to participate in. This is how your Clean Up Deposit will be mailed back to you.
7. The West Chester Parks & Recreation Department reserves the right to deny applicants for not adhering to our regulations and/or requirements.
8. **All events are rain or shine except when specified. Please note: There are **NO REFUNDS** for any of the events, unless West Chester Parks & Recreation CANCELS.**
9. There shall be no sale or display of the following goods from the vendor booths: products or materials that depict sexual activity, nudity, human genitals, buttocks or breast, sexual toys, erotic devices, or sexually explicit apparel unless the vendor limits the exposure of said materials to adults.
10. Vendors may not disseminate explicitly sexual material to minors as defined by and pursuant to 18 Pa.C.S.A §5903(c).

11. Space assignments will be e-mailed to you within two weeks prior-to show dates. A map of your space will also be included. Requests for specific space will be considered but not guaranteed.
12. Please do not sell anything not listed on your application. All foods are subject to review by the West Chester Parks & Recreation Department and may be disqualified due to duplication of product.
13. The West Chester Parks & Recreation Department reserves the right to cancel/change an event, alter or change booth space, or refuse anyone who does not meet our event requirements at any given time. We also reserve the right to limit the number of food vendors selling a particular item. If we feel there are too many duplications in product, we will return your application fee.
14. **Do not forget the \$25.00 late fee for any applications postmarked AFTER the deadlines listed! If your application is late and you do not send in the late fee, your applications will be sent back to you.**

Should you have any questions please contact  
West Chester Parks & Recreation at 610-436-9010.