



Food Vendor Application

On Saturday, May 30, 2020 the Steelton Cannabis Coalition will host the Steelton Cannabis Health Expo with Education, Advocacy, Live Music, Crafts and Food from 11am – 9pm on South Front Street. This event is expected to draw an estimated 2000 attendees.

Application Deadline: May 1, 2020

Submit your completed application to Erica Pukatsch at info@thecoexistfoundation.com. All applications must be submitted electronically.

Acceptance

Applications will be accepted and approved on an ongoing basis. Once accepted, please complete the following steps by **Thursday, May 14th.**

_____ Email your certificate of insurance listing the Steelton Cannabis Coalition as additional insured to Erica Pukatsch at info@thecoexistfoundation.com

_____ Mail your payment to the address below. Checks should be made payable to the Steelton Community Development Foundation.

Steelton Community Development Foundation
Attn: Anne Shambaugh
123 N. Front Street
Steelton, PA 17113

Event Schedule

Set-up 9am – 10am

Sell Time 11am – 9pm

Vendor Application Rules and Policies

1. Submitting your application does NOT guarantee you a space. A limited number of vendors will be accepted for this event. Applications will be reviewed and vendors will be selected on a number of criteria, including: proposed items, completeness of application, space requirements and appearance of the stand.
2. Vendors may submit applications for more than one vending space, providing that the two locations requested offer different items. Acceptance of two different applications does not guarantee the spaces will be adjacent to each other. Vendors should make sure they have the resources and staff to operate two vending locations before submitting.
3. Vendor permits are not transferable by sale or trade. If a vendor sells or transfers title of their business after being accepted, the letter of acceptance will be null and void.
4. Vendors may only sell the items listed on their application during the listed sell times. New items may not be added without approval after acceptance has been granted. Any vendor who does not post their pricing or who changes prices from those submitted with will be removed from the event with no reimbursement of vendor fees.
5. Payment must be submitted by the deadline. If payment is not received by this deadline you risk losing your space to another vendor. All cancellations must be submitted in writing 7 days prior to the scheduled start of the event. Regardless of cancellation, the vendor is still responsible for paying the vendor fees. No refunds will be made under any circumstances.
6. All vendors must set up during the listed time and follow all set up rules.
 - a. Information about parking and set up will be emailed one week prior to the event.
 - b. Vendors are responsible for providing all necessary items needed for their space. No tables, tents, lighting or chairs will be provided.
 - c. **ACCESS TO ELECTRIC AND WATER WILL NOT BE AVAILABLE.** Please plan accordingly.
 - d. Ice will be available
 - e. The use of a generator is permitted.
7. This is a rain or shine event. In the event that severe weather or declared state of emergency results in the cancellation or limits festival hours of operation, no refunds will be issued for any reason.
8. All food vendors must be in licensed and in compliance with Department of Agriculture regulations
9. All food vendors are expected to have proof of insurance and licensing upon request.



Food Vendor Application

Please enter all pertinent information in the spaces below.

Organization Name: _____

Primary Contact Person: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell Phone: _____

Email: _____

Cell phone number of Authorized Official to be in attendance: _____

Facebook URL: _____ Website: _____

Food Prices & Costs (Menu items may not exceed list of spaces below)

Food items to be sold:	Price(s) of item:	Gluten Free, Vegan or Vegetarian
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

List the simple name of your food item (Ex: Beef or pork BBQ sandwich). If you are not clear on your food items you run the risk of being placed next to someone with the same or similar product. List all prices for different sizes of the same item on the same line (Ex: French Fries: small - \$3, Medium - \$4, Large - \$5) Do not list more menu items than the number of blank spaces above. If you are selling a variety of subs along with chips and cookies, list products generically – 15 varieties of cold subs, 6 varieties of hot & toasted subs, etc.

Food Safety Information:

Sanitation/Personal Hygiene (Please check all that apply)

- Hot/cold running water Freshwater container Wastewater container Gloves
 Soap Hand sink Buckets/sanitizer Paper towels
 Insulated container with free flow spout 3 compartment sink with hot/cold running water

Other Equipment: (Please check all that apply)

- Trash container Sneeze guards Extra utensils Covered containers
 Foil, plastic wrap Thermometers Sanitizer/test kit Other: _____

Food Safety Requirements:

1. No home prepared foods are permitted
2. Temperatures must be taken
3. You must have receipts on-site for all food items

Description of Food Operations

(Menu items, source prep, prep handling, storage, equipment)

List ingredients of any items with raw animal or plant ingredients _____

Prepared at vendor site or service area? _____ Vending Site _____ Service Area

How did you cook your food items? List equipment and power source _____

How do you quickly cool the items? List cooling equipment used & power source _____

If reheating item for hot holding, list reheating equipment used and power source _____

How do you keep the food item cold? List cold holding equipment and used power source _____

Vendor Fee and Space Requirement

Food trucks and concession trailers – please note that support vehicles must be unhitched and parked off-site.

Vendor space requested:

_____ 10 W x10 L (\$200)

_____ 10 W x 20 L (\$250)

_____ I would like to request a larger space. Please contact the event staff for pricing. Availability is limited.

Generator:

_____ Yes, I will be bringing a generator. Make & Model _____

_____ No, I will not be bringing a generator.

Food Tents – please note that support vehicles must be unhitched and parked off-site.

Vendor space requested:

_____ 10 W x10 L (\$200)

_____ 10 W x 20 L (\$250)

_____ I would like to request a larger or smaller space. Please contact the event staff for pricing. Availability is limited.

Generator:

_____ Yes, I will be bringing a generator. Make & Model _____

_____ No, I will not be bringing a generator.

Vendors will adhere to all rules and regulations of Festival listed within this application. The appearance and conduct of the vendor and their staff will be in keeping with the image and purpose of the Festival. If a vendor is in violation of any of the requirements of this permit or the festival rules and regulations, the Festival producer reserves the right to terminate this application at any time. By signing below, I agree to all vendor rules listed in this application. All forms must be submitted electronically!

Submitted By:

Date:

Application Deadline: May 1, 2020

Applications should be submitted to Erica Pukatsch at info@thecoexistfoundation.com