

## Rain Day Festival 2020

# Vendor & Food Truck/Trailer Information

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**Absolutely no alcohol permitted on premises!**

**No Pets are Permitted!!!!**

**Outdoor Festival held Rain or Shine!**

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### Application Deadline

July 17, 2020 (applications received after the deadline will require a \$25 late fee) Late Applications will not be accepted 5 days prior to event.

### Event Information-VENDORS MUST HAVE COLOR PERMIT DISPLAYED IN VEHICLE

Date: Wednesday July 29, 2020

Event Time: 11:00 a.m. to 9:15 p.m.

Food Vendor/ Trailers -7:00am

Food Truck: 8:00a.m.

Non-Food Vendors-8:30a.m. (All vehicles must be off street at 10:30 a.m.)

**Tear-down Time:** Due to safety concerns "NO Vehicles" are permitted to enter the festival area until after the fireworks show, if you do vendors will be cited by the Waynesburg Borough Police Department. (*No exceptions*)

**Fireworks:** Immediately following final band performance at 9p.m.

### Security Deposit: All vendors must pay.

Food Vendors with grease \$350

All other vendors \$50

*Non-Grease Security deposits will be returned at the conclusion of the event.*

*Early tear-down will result in a forfeit of security deposit and exclusion from future events.*

*The only exception for booths tearing down early would be in inclement weather conditions!!*

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### VENDOR RULES & INFORMATION - ALL VENDORS:

1. Booth spaces are 10 feet by 12 feet. If you require more space than this, additional spaces must be reserved on the initial application. **All vendors must furnish their own materials such as tables, chairs, tents, canopies, electric cords, etc. The SEC will not furnish any materials. Tie downs for tents are mandatory** in case of inclement weather (vendor booths will be located on a paved street).
2. Vendor spaces will be assigned and must be **manned at all times and remain set-up from until the conclusion of fireworks on July 29. Early breakdown will subject you to exclusion from future events and forfeit the security deposit.**
3. **Vendors must unload quickly and park vehicles prior to setting up your booth.** Vehicles may not be parked in any of the side streets or alleys. **This will be strictly enforced!** Vendor permits will be mailed with your confirmation prior to the event. Permits must be displayed on rear-view mirror when entering festival.
4. **Ice and water will NOT be provided.** Please make your own arrangements if needed.

Make checks payable to "Special Events Commission"

Attn: Athena Bowman, Waynesburg Borough, 90 East High Street, Waynesburg, PA 15370

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5. Vendor spaces must be kept clean, safe, in sanitary condition and secured in a proper manner as to prevent any risks to patrons.
  - a. **Food vendors** must comply with Health Department and fire code regulations. Any vendor working with grease must utilize grease mats and be responsible for grease stain prevention and removal. **Grease mats will be available to purchase \$12.00 each.**
  - b. **All refuse and cooking oils must be removed from the booth by the vendor. NO product is to be dumped into the streets or left in the booth.** If you are caught dumping anything, you will be shut down immediately and the security deposit will be forfeited.
  - c. **Security deposits will only be returned if the site is as clean as it was when you checked-in. Food Booth grease vendors security deposits will be returned by mail if space is clean at the end of the night and final daylight inspection.**
6. Prices, rules and prizes must be **posted and visible to the public.**
7. **No items sold are to feature the Rain Day logo or phrase.**
8. **Not permitted: pets, alcohol, microphones or amps.**
9. Vendors are **at your own risk.** SEC /Waynesburg Borough are NOT RESPONSIBLE for damage/theft or loss.
10. The Department of Revenue requires a sales tax number. If you do not have a sales tax number, you must register online at [www.pa100.state.pa.us](http://www.pa100.state.pa.us) or call your nearest Pennsylvania Revenue District Office.
11. **Proof of comprehensive liability insurance is required for food vendors** and entertainment vendors.
12. All applications are subject to Special Events Commission (SEC) pre-approval. If the SEC feels that a vendor is not appropriate for the festival, the vendor will be contacted and their application returned.
13. In order to provide a wide variety of vendor selections, the SEC reserves the right to limit availability to two representatives of each type of vendors on a first-come, first-serve basis, excluding food vendors.
14. The SEC reserves the right to rule on vendors and also reserves the right to ask a vendor to leave or remove any items that do not conform to our guidelines. Refunds will not be granted under such circumstances.

### **FOOD TRUCK/TRAILER VENDORS: all rules above apply as well as:**

1. Food Truck/Trailers Vendors must have **dimensions on application** so we can fit your needs.
2. Due to limited **electrical spaces**, only **silent generators** are permitted.
3. **Food Trucks that require electricity will NOT BE ACCEPTED.**
4. Must submit photo with application.
5. **See number 5 above!**

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**Vendor/Food Truck Application**

Sign, date & return application by– **July 17, 2020** deadline

- Applications received after July 17 will be **additional a \$25 late fee**
- **July 24** is the final day for late applications.

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**Vendor Information:**

Contact Person \_\_\_\_\_ Date \_\_\_\_\_

Name of Business, Club or Organization \_\_\_\_\_

Mailing Address \_\_\_\_\_

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

Home/Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Please explain the type of information, craft, entertainment, commercial and/or food items you will have available during the festival. Be specific as only these items will be permitted!

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sales Tax Number *(required for all booths)* \_\_\_\_\_

Enclosed Proof of Comprehensive Liability Insurance *(Required for Food and Entertainment)*  Yes

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		<i>Space Fee: Please circle eligible category.</i>			
Vendor Type	Security Deposit* – <b>Must be a separate check</b>	For-Profit Business	Non-Profit	# of Spaces Requested	Total Cost
<b>Information</b> 10'x 12' Space No selling permitted.	\$50	\$50	\$30		
<b>Handmade Craft</b> 10'x 12' Space <i>Only handmade items.</i>	\$50	\$50	N/A		
<b>Entertainment/Commercial</b> 10'x 12' Space <i>Only games of chance and/or Commercially produced items, decals, or iron-on transfers.</i>	\$50	\$85.00	\$65.00		
<b>Food Vendor</b> 10'x 12' Space	\$350 for grease vendors \$50 for all other	\$150	\$100		
<b>Electricity?</b> <b>Limit 2 plugs per space</b>	How many are 110?	How many 220?		Electricity fee	
				\$40	

<b>Food Truck/Trailer</b>	\$50.	\$150	\$100		
<b>Dimensions of food truck (required)</b>					
<b>Do you intend to use a generator? (generators MUST be silent)    Y    N</b>					
<b>Grease mat</b>	Yes \$12				
<b>Grand Total</b>					

### \*Security Deposit:

*Non-Grease Security deposits will be returned at the conclusion of the event.*

**Security deposits will only be returned if the site is as clean as it was when you checked-in.**

**Food Booth grease vendors' security deposits will be returned by mail if space is clean at the end of the night and after final daylight inspection.**

Will you require any overnight lodging in Waynesburg while at our festival? \_\_\_\_ YES \_\_\_\_ NO

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\*\*\*\*\* **Contract, General Release and Acceptance**\*\*\*\*\*

- I (we), the applicant(s), have read the Vendor Rules & Information enclosed and agree to comply with the rules and regulations of the Rain Day Festival.
- I (we), the applicant(s), do expressly release the Producer (Special Events Commission and/or the Waynesburg Borough) from any and all liability for damages, injury or loss to persons or property of the vendor and any individual assisting the vendor which may arise from the rental and occupation of said space by the exhibitor, and agree to hold and save the Producer harmless of any loss or damage by reason thereof.
- I (we), the applicant(s), agree to be open during the specified hours of the event, 11a.m. to conclusion of fireworks. Failure to comply with the above rules grants the Producer the right to deny future applications should my booth close earlier than 9:15 p.m. Please keep in mind there is a "NO REFUND POLICY."

X \_\_\_\_\_  
Applicant's Signature Date

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