

PLEASE PHOTOCOPY FOR YOUR FILE  
"Operations" and "Presentation Guidelines"  
are addenda to Application/Contract.



The 37th Annual  
**Penn's Colony**  
FESTIVAL  
Food Vendor Application/Contract  
September 18, 19 & 25, 26 - 2021  
Saturdays 10:00-6:00, Sundays 10:00-5:00

MAIN ITEM	_____
2ND ITEM	_____
BEVERAGE(S)	_____
TOTAL FEE	_____
PAYMENT #1	_____
PAYMENT #2	_____
PAYMENT #3	_____
ACCT. STATUS	_____
ELECTRIC	_____

(We must have current and complete information. Please print clearly. Thank you!)

EXHIBITOR NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_ WEBSITE \_\_\_\_\_

HISTORIC INN / TAVERN NAME (Example: The Aligany Tavern - Fire-Roasted Spiced Pork Sausage -) \_\_\_\_\_

MENU TO BE SERVED **A Full Menu Booth** offers one (1) main item and one (1) side dish item. (Side dish item is offered if vendor wishes, but is not required for acceptance). **A Novelty Menu Booth** offers a single item that is a non-primary food item. Booths may offer up to 3 traditional beverages and one diet variation, plus bottled water. List and describe each item on the menu. List each item's serving size and price. **List menu items using their colonial names as they will appear on your menu board along with their contemporary name or equivalent on this application. Applicant provides requested information for 2021, regardless of previous year(s) of participation in Penn's Colony. Please note: To list an item as "same as last year" is not the information requested.**

**Full Menu Main Item or Novelty Menu Item (1 only) with serving size(s) and price(s)** \_\_\_\_\_

**Side Dish Item of Full Menu Booth (1 only) with serving size(s) and price(s)** \_\_\_\_\_

**List Traditional Beverages (limit of 3) and optional Diet Variation to be served with cup size(s) and price(s) (ex. lemonade, iced tea, diet iced tea, etc.)** \_\_\_\_\_

Circle how food is prepared: Propane Charcoal Wood Describe materials used, (grill, kettle, etc.) \_\_\_\_\_  
How is traditional beverage dispensed? \_\_\_\_\_

Electric is available for coffee pots, etc., for \$5 per day per single plug. (No gang adapters allowed.) **Electric access is limited and cannot be accessed without registration.** Extension cords must be designed for exterior use, 14-gauge, 2-wire with ground prong. Use multiples of 50 ft. or 100 ft. length cords for each hook-up. **Accepted extension cords are manufactured (or disguised) as black, brown or green. No fluorescent orange or safety yellow colored cords.** Number of single plug outlets \_\_\_\_ x \$5 x 4 days = \_\_\_\_\_

Event "Operations" and "Presentation Guidelines" are addenda to this contract and mailed with the exhibitor acceptance package.

**BOOTH & HISTORIC SIGN(S)** *A booth can be a historic or traditional-style tent or a simple black metal or wood frame that is painted, stained or weathered and covered with a canvas-style tent top. (Modern Easy-Up canopies and similar quick-set-up booths can be used with a disguise to fit the colonial theme. Call the office at 724-352-9922 to discuss methods to disguise this type of booth.) All applicants describe materials of booth structure, roof covering, display racks, etc. And, also describe Booth Sign. Include photo or sketch of Booth and Sign. Please respect that to describe a Booth or Sign as "Same as last year" is not the information requested. Exhibitor with year-round structure on the festival grounds describes the current Sign and any Booth upgrade (if planned) and includes a current photo or sketch of Sign with application.*

Overall Booth / Demonstration Area Dimensions \_\_\_\_\_ Describe Structure Materials (submit current photo or proposed sketch):

Description of Overhead Booth Sign(s) and wording on Sign(s) (submit photo(s) or proposed sketch(es)). \_\_\_\_\_  
Sign is in Colonial American style using wood (painted or carved) or can be framed, painted canvas. Computerized typeset signs on MDF, composite materials, foamcore or vinyl banners are not allowed. If additional space is required for this item, please attach separate sheet.)

Description of Menu Board Sign(s) with photos or sketches. \_\_\_\_\_  
(If additional space is required to describe booth, overhead sign(s) and menu board sign(s), please attach separate sheet.)

COLONIAL COSTUMING is required for all booth personnel and is styled to the mid 18th century Colonial Inn/Tavern Keeper trades. Vendor understands that this contract is not a lease, but represents the right to use assigned space during Penn's Colony Festival and agrees to participate Sept. 18, 19 & 25, 26 – 2021, Rain or Shine. Vendor agrees to **prepare and sell only the approved menu as listed or attached**. Menu item price(s) are established before the show and cannot be changed during the show.

Exhibitor agrees, in consideration for the use of assigned space, to participate in Penn's Colony Festival, to indemnify and hold forever harmless Preservation Partners and Penn's Colony Association, Inc. and lessor from and against any and all suits, either in law or in equity, claims, loss or damage to persons and/or property which may be caused by any act, omission, neglect, or wrong doing by exhibitor, its agents, representatives, or employees for all year-round activities for the operation of the annual Penn's Colony, not limited to the dates of the Festival.

Vendor complies with Pennsylvania Dept. of Agriculture Food Handling Regulations for procedures regarding food preparation, handling, storage and booth operation. Food vendor acknowledges that acceptance by Penn's Colony does not include a "Temporary Food Operator License" and the cost of such. **A license is provided for (current \$14.00 fee is subject to change by PA) (per booth) payable to Penn's Colony** and attached to the Health Dept. Regulations "Early Review Form" that is mailed upon acceptance.

Exhibitor provides Pennsylvania State Sales Tax License Number here : \_\_\_\_\_ ; as required by the state to be forwarded to the Sales and Use Tax Bureau by Penn's Colony. A current Pennsylvania tax license is displayed in public view within the exhibit booth. (Contact 1-888-PATAXES (729-2937) or online at [www.pa100.state.pa.us](http://www.pa100.state.pa.us), to register for a free PA Sales Tax License.)

Vendor carries current comprehensive general liability/products-operations insurance. A certificate of insurance providing coverage during the dates of the show is mailed to Penn's Colony by April 30, 2021. (See Event "Operations" for details.)

If Penn's Colony Festival is cancelled or if a vendor's accepted application is revoked by Penn's Colony Association, Inc., this contract shall be null and void, except that: 1) a refund of all monies received from exhibitor (less a \$20 handling fee) will be made if cancellation or revocation occurs on or before April 30, 2021, unless the festival is cancelled due to conditions which are beyond Penn's Colony Association, Inc.'s control, in which case no refund will be made; and 2) no refunds will be made after April 30, 2021, unless the festival is arbitrarily cancelled by Penn's Colony. Written cancellation by vendor must be received by Penn's Colony by April 30, 2021.

#### INFORMATION REQUEST CHECK LIST:

If service map for area campgrounds, motels, B&Bs, restaurants and hardware/lumberyard(s) is requested, please check. \_\_\_\_\_

If on-site camping reservation is requested, please check. \_\_\_\_\_

If you will distribute Penn's Colony brochures, please state quantity. \_\_\_\_\_

Number of booth personnel name tags needed (costume required for all personnel). \_\_\_\_\_

Number of vehicle passes for all cars, trucks, vans, cargo trailers, RV's & campers on grounds at any time. \_\_\_\_\_

A vendor package containing a map of the festival grounds with directions to the show, your assigned booth space number, and the appropriate number of vehicle and personnel passes will be mailed no later than August 31, 2021.

**DEADLINES:** Exhibitor provides completed application/contract, and agrees to abide by the following payment plan. Enclose a (SASE) with proper postage for return of jury materials to include the festival's response package.

**By Feb. 15, 2021** Take \$30 off booth fee when full payment with completed application/contract are received by 2/15/21.

**By Feb. 15, 2021** Minimum of 1/3 of booth fee with separate check for full payment of electric is required with application/contract. **Full Menu Booth**, 4-day show fee is \$720.00 for single booth space of 10 ft. wide x 15 ft. deep. **Novelty Menu Booth**, 4-day show fee is \$520.00 for single booth space of 10 ft. wide x 15 ft. deep. A \$20 late fee is charged if application and minimum payment are not received by 2/15/21.

**By Apr. 30, 2021** Second payment of 1/3 booth fee is due with required paperwork to include: 1.) "Certificate of Insurance" listing Penn's Colony Association, Inc. as certificate holder and additionally insured. 2.) Official Health Dept. Regulations "Early Review Form" completed, along with separate check in the amount of \$14.00 per booth for PA Temporary Permit fee (subject to change) payable to Penn's Colony. An additional \$25 late fee is charged if payment is not received by 4/30/21.

**By June 30, 2021** Third payment of 1/3 booth fee is due along with any outstanding information requested from the show jury. An additional \$30 late fee is charged if payment is not received by 6/30/21.

**After Jul. 1, 2021** A \$75 late fee is charged for applications and/or any booth fee payment received after July 1, 2021.

Fee to be remitted by applicant to Penn's Colony upon execution hereof, the receipt of which is hereby acknowledged. A notice of acceptance along with jury materials or, a notice of vendor nonacceptance with jury materials and downpayment fee will be **returned by provided Self Addressed Stamped Envelope (SASE) only**. Acceptance is at the sole discretion of Penn's Colony. Management reserves the right to remove any individual or entity for noncompliance, which will make this agreement null and void. If a vendor payment can not be processed due to insufficient funds, a charge of \$40 will be incurred by exhibitor. If legal action is required to pursue contracted payments, exhibitor will reimburse Penn's Colony for court costs and attorneys fees.

Please complete this contract with applicant signature and date. Mail with (SASE) and appropriate application fee, the required photos/sketches and descriptions of booth and sign. Make check payable to Penn's Colony. Mail to: Penn's Colony, P.O. Box 431, Saxonburg, PA 16056. For information call (724) 352-9922 or email: [penns@consolidated.net](mailto:penns@consolidated.net).

I, the undersigned, have read and fully understand this application/contract and agree to abide by it in full.

Signed \_\_\_\_\_ D/B/A \_\_\_\_\_ Date \_\_\_\_\_