



P.O. Box 631  
4 North Centre Street  
Philipsburg, PA 16866  
[www.philipsburgheritagedays.com](http://www.philipsburgheritagedays.com)

**NOTICE**  
**PLEASE READ AND NOTE NEW INSURANCE REQUIREMENTS**  
(updated 2/16/2014)

Recently, we have been notified by our insurance carrier that changes must be made to the requirements for vendors and crafters to participate in Philipsburg Heritage Days. These changes have been effect with other Fairs and celebrations and now must be applied to our celebration.

**ALL FOOD VENDORS** must provide to the Philipsburg Heritage Days Committee the following:

- A Certificate of Insurance that will list the Philipsburg Borough as Certificate Holder and Additional insured.
- The Certificate of Insurance will have a minimum limit of **\$300,000** required for Commercial General Liability, including "Products and Completed Operations".
- If the Food Vendor has a trailer/stand that is used during the celebration, the Certificate of Insurance should include automobile liability, including trailers, and also listing Philipsburg Borough as Additional insured.
- **IF A FOOD VENDOR HAS PAID EMPLOYEES, WE WILL NOT REQUIRE PROOF OF WORKMAN'S COMPENSATION COVERAGE WITH STATUARY LIMITS. HOWEVER, IF A FOOD VENDOR DOES HAVE PAID EMPLOYEES, THEY TAKE TOTAL RESPONSIBILITY FOR COMPLIANCE WITH THE REGULATION AND FULL RESPONSIBILITY FOR ANY CLAIMS.**

**ALL CERTIFICATES OF INSURANCE WITH THE ABOVE REQUIREMENTS MUST BE RECEIVED BY THE PHILIPSBURG HERITAGE DAYS COMMITTEE PRIOR TO PHILIPSBURG HERITAGE DAYS. FOOD VENDORS WILL NOT BE PERMITTED TO SET-UP UNTIL THE CERTIFICATE OF INSURANCE HAS BEEN PROVIDED AND ACCEPTED. THERE WILL BE NO EXCEPTIONS.**



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## 2018 Food Concession Application

**FESTIVAL DATES: Wednesday, July 11<sup>TH</sup> through Sunday, July 15<sup>TH</sup>, 2018**  
**FESTIVAL TIMES: Wednesday - Friday 10:00 AM -- 9:30 PM, Saturday 10:00 AM – 9:00 PM**  
**Sunday Car Show 10:00 AM**

(PLEASE PRINT)

Name of Concession: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

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

Telephone: \_\_\_\_\_

Tax ID Number: \_\_\_\_\_

Please list the types of food you will be serving or attach a separate sheet:

\_\_\_\_\_

Total width and length of stand **including hitch**: Width: \_\_\_\_\_ Length: \_\_\_\_\_

Do you serve patrons from the end, side, etc? \_\_\_\_\_

To provide adequate power for you, please provide the following:

Total power demand for your unit: \_\_\_\_\_ (AMPS)

Do you use 110 or 220 (please circle): 110 220

Please list appropriate amps for all appliances, lights, etc:

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

**Food vendors will set-up on Tuesday July 10<sup>th</sup> after 5:00 PM. No early set-up permitted.**

**I have reviewed the Insurance Requirements (cover page of this packet) and including appropriate insurance documents with this application. I have also received and reviewed the terms and conditions sheet (pages 3 and 4), and I understand and agree to all terms and conditions as outlined.**

Owner signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

FOR COMMITTEE USE ONLY:

DATE APPLICATION RECEIVED: \_\_\_\_\_ Payment received: Yes (amount \$ \_\_\_\_\_) No \_\_\_\_\_

If accepted, date check-in information and rules list sent: \_\_\_\_\_

If not accepted, date application and payment returned: \_\_\_\_\_



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### Food Concession Terms & Conditions

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#### **Fees and Application Deadlines:**

\$275 if you apply and pay on or before May 30.

\$325 if you apply and pay after May 31.

Deadline for applications is June 30, 2018.

**You must commit to minimum three (3) consecutive days. We are no longer accepting one or two day vendors. No Exceptions.**

#### **Application Procedure:**

1. Your completed application (Note: An application form must be completed for each unit).
2. Insurance documentation (NEW for this year – see instructions on cover page)
3. Check payable to: Philipsburg Heritage Days

You will need to have a current license with the Department of Agriculture and/or agree to inspection and fee at the show.

Mail items 1, 2, 3 above to:

Philipsburg Heritage Days  
P. O. Box 631  
Philipsburg, PA 16866

Your check is your receipt. Cash will not be accepted. If your application is accepted you will be notified of your assigned move-in time and location. **Upon acceptance:** The application fee is non-refundable.

#### **Water and Electricity:**

Philipsburg Heritage Days will provide water service and 110v or 220v power. Please make sure you indicate required amp and volts on the application form.

Vendor is responsible for: 1) Drinking water approved hose 2) all electric cables from power supply box to your spot.

**We will not replumb or rewire any vendor booth or trailer. No power cords will be provided.**

**Please take a note of these other important guidelines:**

1. Setup Time: New setup hours Tuesday, July 11<sup>TH</sup> 5:00 PM. Food vendors ONLY will be admitted first for setup. Crafters will be admitted at 6:30 PM. NO EXCEPTIONS!
2. Booths must remain open from 10:00 AM to 9:30 PM on Wednesday through Friday and Saturday from 10:00 AM until 9:00 PM (flexible during the parade). The parade will end on Front Street on Saturday.
3. The craft fair will remain on the street Wednesday through Saturday. On Sunday a car show will be featured starting at 10:00 AM.
4. The Committee reserves the right to approve all food being served to minimize duplication. Be sure to state on your application the food you wish to serve. In cases of duplication of food items, priority will be given as follows:
  - a. First, to vendors who have participated in prior years.
  - b. Second, according to the date application and payment are received.
5. Vendors are responsible for securing tents and stands to the ground in case of inclement weather.
6. Vendors are responsible for cleaning up their stand each night and upon tearing down of their stand.
7. There will be a dumpster at the site for your use.
8. Ice must be purchased from the Heritage Days Committee stand.
9. The sponsor will not assume responsibility for damage, loss or injury that may occur to the vendor or the vendor's belongings.
10. You must provide and empty your own trashcans.
11. You are not permitted to dump water onto the street from sinks or holding tanks.
- 12. Pets are not permitted in booths or exhibit areas – absolutely no exceptions.**

If you have any questions, please send e-mail to [info@philipsburgheritagedays.com](mailto:info@philipsburgheritagedays.com) or call 814-342-3440.