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| --- | --- | --- | --- | --- | --- |
|  | ***OFFICE USE ONLY***  **Date Received \_\_\_\_\_\_\_\_ Response Sent \_\_\_\_\_\_\_\_\_ Initials \_\_\_\_\_** | | | | |
| **200 W Main St, Trappe, PA 19426**  **610-489-4933** | **Dates** | **Approved** | **Payment Received** | **Check Number** | **Amount** |
| 10/6/2018 |  Yes  No |  Yes  No |  |  |

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| **St. Luke’s UCC Fall Festival - Food Truck/Vendor Application Saturday, October 6, 2018** | | | | | | | | | | |
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|  **Food Truck (11 a.m. – 4 p.m.)** | | | |  **Vendor (Crafts/Other Wares) (9 a.m. – 2 p.m.)** | | | | | | |
| **Last Name of Applicant** | **First Name of Applicant** | | | | **Business Name** | | | | | **Tax ID** |
|  |  | | | |  | | | | |  |
| **Mailing Address** | **Unit #** | | **City** | | **State** | **Zip Code** | | **Contact Phone # (required)** | | |
|  |  | |  | |  |  | |  | | |
| **Day of Contact Name** | **Day of Contact Phone #** | | | | **Email Address (required)** | | | | | |
|  |  | | | |  | | | | | |
| **Website** | **Facebook** | | | | **Twitter** | | | **Instagram** | | |
|  |  | | | |  | | |  | | |
| **Food Trucks (Savory) - $225** | **Food Trucks (Sweet) - $125** | | | | | **Other Vendors (craft, other wares) - $25** | | | | |
| **Food Trucks ONLY - Please provide the following information.** | | | | | | | | | | |
| **License Plate Number** | **Size of the Truck** | | | | | **Photo of Truck** | | | | |
|  |  | | | | | **(Must Attach to Form with Email)** | | | | |
| **Insurance \*\*Must Attach Copy of Certificate with Application\*\*** | | | | | | | | | | |
| **Name of Insurance Company** | **Policy Number** | | | | **Driver’s License State** | | | | **Driver’s License Number** | |
|  |  | | | |  | | | |  | |
| ***The sale and consumption of alcoholic beverages***  ***on St. Luke’s property is strictly prohibited.*** | | | | | | | | | | |
| **Please provide a short description of your business or menu (special features, etc.).** | | | | | | | | | | |
|  | | | | | | | | | | |
| **Would you be willing to assist with feeding volunteers on the day of the event? If so, describe how:** | | | | | | | | | | |
|  | | | | | | | | | | |
| **All food truck applicants must attach intended menus and  provide a detailed description of the food to be offered for sale.** | | | | | | | | | | |
| **Crafters ONLY - Please provide the following information for setup purposes.** | | | | | | | | | | |
| Need 1 table/1 chair?  Yes  No | | Bring own table/display?  Yes  No | | | | | Any other space needs? (describe) | | | |
| Drop off/set up:  On Fri 10/5 **OR**  Early Sat 10/6 | | | | | | |

**Terms and Conditions**

**Application:** Completion and submission of application for participants of the St. Luke’s UCC Fall Festival and payment is due no later than **August 1st, 2018**. Applicants will be notified via email of participation status. **Please note that submission of your application does not guarantee acceptance.** You will hear from the church by August 10th, 2018 if you submit by the due date above.

**Set Up:**

* Craft and other indoor table top vendors must be in their designated spots **no later than 8:30 a.m.** on the Fall Festival date. They are highly encouraged to **drop off and/or set up the day before** on Friday, October 5th between 4 p.m. and 8 p.m. since parking close to the church for unloading will be very limited the day of the event. Any merchandise or display materials dropped off will be safe and securely locked up.
* Food trucks/vendors will be allowed to begin on-site set-up at 8:00 a.m. and **must be in their designated parking spot no later than 10 a.m.** on the Fall Festival date. Necessary inspections will begin no later than 10:00 a.m. All support vehicles must be out of the food truck parking area by 10:15 a.m. All trucks must have a fire extinguisher. Food trucks/ vendors must be self-contained and keep all packing materials out of sight. Foot traffic areas must be kept free and clear of tripping hazards.

**Utilities:** Food trucks/vendors must be self-sufficient. Electricity and water will not be supplied. An ample number of trash receptacles will be available.

**Clean-Up:** All indoor and outdoor vendors must clear their designated space of all trash and/or debris. Food truck/vendor spaces that require cleaning by volunteers after the event could result in prohibition of future event participation. All vendors will be released for departure thirty (30) minutes post-event, or after crowd disperses and the committee provides safe exit routes.

**Inclement Weather:** **The Fall Festival will be held rain or shine**. There is no rain date for this event.

**Licensure:**

* Failure to obtain the appropriate license in a timely manner will result in denial of future applications. We encourage you to complete this process well before the event and to apply on a timely basis.
* All food vendors must be compliant and registered with Montgomery County Health Department. Please visit their website to apply for relevant licenses and contact them directly with any questions. <https://www.montcopa.org/513/Health-Department>

Please email [melprudom@verizon.net](mailto:melprudom@verizon.net) or [pastorjohn@stlukestrappe.org](mailto:pastorjohn@stlukestrappe.org) with any Fall Festival questions.

 **I agree that I am required to stay on site for the entirety of the event.**

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| **Signature of Applicant** |  | **Date** |
|  |  |  |
| **Print Name** |  |  |