

Butler Fall Festival
Saturday, September 23, 2017
11 a.m. to 6 p.m.

FOOD VENDOR APPLICATION

Application & Proof of Insurance must be received by August 15th, 2017 with payment in full.

Letter with confirmation of location will be mailed by August 30, 2017.

EVENT TAKES PLACE RAIN OR SHINE WITH VENDOR FEES NON-REFUNDABLE.

Name of Vendor: _____

Contact Person: _____

Address: _____

State: _____ Zip Code: _____ Phone: _____

Please list items being sold:

The Festival Committee reserves the right to limit or specify the food and refreshment items that may be sold.

PLEASE DO NOT ADD ANY ITEMS AFTER SUBMITTING THIS FORM.

For any additional information or questions, please send an e-mail to
[**bfffood@gmail.com**](mailto:bfffood@gmail.com).

Size of your unit: _____

Electrical

of amps _____ # of outlets _____

All units must have 12/3-3 prong extension cords, MAX 50 FEET

FEES

For one spot 10-15 feet = \$135.00 Number of feet needed _____ \$ _____

enclosed. For one spot 16-20 feet = \$185.00 Number of feet needed _____

\$ _____ enclosed. For one spot 21 feet (+) = \$235.00 Number of feet needed

_____ \$ _____ enclosed. **Please send completed application along with a copy of**

your VALID insurance certificate and FULL payment to:

BUTLER FALL FESTIVAL
Attn: Food Vendor Chair
P.O. Box 2142
BUTLER PA 16003-2142

Food Vendor Information and Agreement

Please return application with payment and keep this page for your records. Fees are non-refundable and must be submitted with application.

39th Annual Butler Fall Festival

Saturday, September 23, 2017

11:00 a.m. to 6:00 p.m.

Food Vendor Contact: Dahn Kilroy (724) 504-1146 E-mail: bfffood@gmail.com

Set-Up:

- **Friday Night:** Trailer set-up is permitted the evening before within Diamond Park. Not set-up or overnight trailer parking is allowed on Main Street on Friday night. The festival will not be responsible for any tickets issued to vendors by the City Police for violations.
- **Saturday morning:** Set-up begins at 8:00 a.m. Please be prepared by 11:00 a.m.
- You are responsible for providing all of your booths needs. (ex. tables, chairs, canopies, extension cords, etc).
- Food booths must remain set-up and open for business the entire length of the festival.

Proof of Insurance:

- A certificate of insurance is required naming the Butler Fall Festival – P.O. Box 2142 Butler PA 16003-2142 as an additional insured for the day of the event.
- **Set-up will not be permitted without a proper certificate of insurance.** If you are new to this business and have questions, please contact your insurance agent.

Electricity:

- The electrical service has limitations – must know in advance your electrical needs, if any. Please complete the application accurately.
- Food vendors are responsible for providing extension cords. See application for complete details.
- All booths are subject to a safety inspection.

Main Street Safety:

- Because of pedestrians, there will be **ABSOLUTELY NO VEHICLES PERMITTED ON MAIN STREET DURING FESTIVAL HOURS.** Side streets will be open for vendor vehicle use all day. The festival will not be responsible for any tickets issued by the City Police for violations.
- Keep all tables, boxes, etc. off the sidewalk and on the street within your booth space during the festival.

Other:

- Public address systems or music is not permitted without prior approval.
- Food vendor space assignments will be mailed near the end of August.

THANK YOU FOR YOUR PARTICIPATION IN BUTLER'S 39TH ANNUAL FALL FESTIVAL!!