

**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 15<sup>th</sup>, 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.**

**39<sup>th</sup> Annual Butler Fall Festival**

**Saturday, September 23, 2017**

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

**Food Vendor Contact: Dean Selfridge E-mail: [bfffood@gmail.com](mailto: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 39<sup>TH</sup> ANNUAL FALL FESTIVAL!!**