



**FOOD VENDOR APPLICATION**

Name of Company \_\_\_\_\_

Address \_\_\_\_\_

Name of Responsible Person/Office and Title \_\_\_\_\_

Business Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_ Pager \_\_\_\_\_

Fax \_\_\_\_\_ E-Mail \_\_\_\_\_

**Use of Space:**

- Food
- Other

Describe in detail all items to be sold or displayed on your table or space (i.e., type of food, etc.). Any item not listed cannot be sold by you. The above information is important to the City of Chester and all contracted agents, who are hereafter referred to as the "CHESTERFEST 2018 Committee".

All applications will be reviewed and processed by this committee.

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

This application is not a contract and does not insure participation in the CHESTERFEST 2018 event.

Signed \_\_\_\_\_

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

**2018 EVENT DATE: Saturday, September 22, 2018**  
**Completed Application AND Payment (MONEY ORDER ONLY IN THE AMOUNT OF \$250)**  
**must be received by Monday, September 3, 2018 at 4PM.**

**NO EXCEPTIONS**

**Return to: Chester City Hall**  
**1 Fourth St**

**Chester, PA 19013**

**ATTN: CHESTERFEST Committee**

**Phone 610-447-7724**

# CHESTERFEST 2018

## CRAFT VENDOR PARTICIPATION AGREEMENT

I, \_\_\_\_\_ (hereinafter "Exhibitor " ) enter into this Agreement with the City of Chester and all contracted agents, who are hereafter referred to as the CHESTERFEST 2018 Committee to participate in the CHESTERFEST 2018 event.

These parties' covenant consists of the following:

A. The CHESTERFEST 2018 Committee hereby agrees to provide Exhibitor space for vending or exhibition in the exhibition area.

B. Exhibitor agrees to pay the amount of **\$250.00** for exhibition space and fees payable by **MONEY ORDER (NO EXCEPTIONS) to "City of Chester"**. **Fee must be submitted with the completed application on or before Monday, September 3, 2018 at 4PM.** Exhibitor fee includes one 10x10 tent, one table, two chairs and city permits.

C. Exhibitor hours are 12PM-8PM. Exhibitor agrees to install Exhibitor's equipment in booths no later than **10AM on Saturday September 22, 2018**. Exhibitor agrees to dismantle its display and move its property from the exhibition area no later than **9PM**.

D. Exhibitor understands and agrees that the City of Chester, the CHESTERFEST 2018 Committee and all other contracted agents are not responsible for the loss of or damage to goods or property of Exhibitors, or personal injury to the Exhibitors and /or its employees. The Exhibitor, upon signing this Agreement specifically releases the City of Chester, the CHESTERFEST 2018 Committee, and all other contracted agents, from all such claims.

E. Exhibitor agrees to indemnify and hold harmless the City of Chester, the CHESTERFEST 2018 Committee, and all other contracted agents from any and all property damages, personal injuries and related losses, resulting from exhibitor's acts and/or omissions and agrees that claims are not limited to insurance coverage. Exhibitor shall obtain proper insurance coverage.

F. Exhibitor agrees to abide by all instructions given by designated identified CHESTERFEST 2018 Committee members and vend only in the area assigned. Exhibitor warrants that it will obey all rules, regulations, and laws of the State of Pennsylvania.

G. Exhibitor agrees not to assign, sublet or share the whole or any part of its assigned space with anyone including any individuals, organizations or group but will maintain and operate said booth in his/her name as a sole exhibitor per agreement.

H. Exhibitor agrees that any violations or regulations, which are hereby incorporated into this Agreement as attachment A, or provisions of agreement occurring during the CHESTERFEST 2018 event will result in immediate termination of said Agreement and the removal of the Exhibitor from the exhibition area. In case of Exhibitor removal, all fees are forfeited.

I. The CHESTERFEST 2018 Committee reserves the right and discretion to make and/or adjust location assignments of all exhibition space. **Exhibitor understands and agrees that should it cancel space reserved under the Agreement, it is not entitled to a refund and that all fees are non-refundable.** Exhibitor agrees to the terms of this Agreement consistent with the laws and courts of Pennsylvania.

I understand and agree to all terms contained herein.

\_\_\_\_\_  
Exhibitor's Signature

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

## Attachment A

**MUST READ:** At the request of feedback received from last year's event, vendor spaces will be given out on a 1<sup>st</sup> Come—1<sup>st</sup> Serve basis ONLY. Receipt of your application does NOT guarantee a vending space at the CHESTERFEST 2018 event.

1. Full Payment for each booth requested must accompany your application. Payment must be made by **MONEY ORDER (NO EXCEPTIONS)**. Make **MONEY ORDER** payable to the "City of Chester".
2. **No application will be accepted after Monday September 3, 2018 at 4PM. Applications without vendor fees will not be accepted.**
3. **All Exhibitors who are accepted by the CHESTERFEST 2018 Committee must attend the "Rules of Vendor Participation" workshop(s), of which details will be released once all vendor applications are received and verified.**
4. The Exhibitor application, vendor fee, exhibitor booth specification and food permit (where applicable) forms must be completed in order for your application to be processed. Booth assignments will be on a first come, first serve basis.
5. The CHESTERFEST 2018 vending area hours are 12PM-8PM on Saturday September 22, 2018.
6. Exhibitors must vend in their assigned areas only. Exhibitors may not roam the grounds and sell from portable carriers.
7. Exhibitors may not spread out from their assigned areas, blocking aisles or imposing on the space assigned another exhibitor.
8. Exhibitors must NOT sublet assigned space.
9. Exhibitors are prohibited from playing loud music or tapes.
10. NO Electricity will be available in the vending area.
11. Exhibitors who violate codes, rules and regulations or mandates specified by the city of Chester and or the CHESTERFEST 2018 Committee will be subject to penalties ranging from warnings to evictions from the CHESTERFEST 2018 Vending Area.
12. **BOOTH AREA MUST BE SET UP BY 10AM on Saturday September 22, 2018.**
13. **Exhibitor agrees to dismantle its display and move its property from the exhibition area no later than 9PM on September 22, 2018.**

**Completed Application AND Payment (MONEY ORDER ONLY IN THE AMOUNT OF \$250)  
must be received by Monday, September 3, 2018 at 4PM.**

**NO EXCEPTIONS**

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