

PENNSBORO PUMPKIN FEST 2010

At Adams-Ricci Community Park

***2001 STATE AWARD FOR "EXCELLENCE IN PROGRAMMING"
BY THE PENNSYLVANIA RECREATION AND PARK SOCIETY***

October 9th 9:30 am – 5 pm

October 10th 11 am – 5 pm

20 feet x 20 feet vendor space

\$40.00 = 501 3(c) organizations

\$60.00 = Vendors selling arts & crafts, businesses selling products, fundraising giveaways & lead generation

\$80.00 = Vendors selling all types of food and drink

Applications must be received by September 1, 2010

The Pumpkin Fest committee reserves the right to deny applications for any reason.

East Pennsboro Township invites you to join us in our 12th Annual Pumpkin Fest! Our event is still a rain or shine event, but there will be small changes to the booth plan if inclement weather occurs.

The event will continue to be family oriented featuring arts and crafts, food, games, car and truck show, pumpkin theme related contests, and great live entertainment both days. Please be sure to read all of the rules provided with this application before making your decision to apply to the Pumpkin Fest. Information on the Fine Arts and Crafts portion of Pumpkin Fest can be obtained by call the Recreation Office at 909-5630.

Please review the rules and regulations and submit application with payment to:

East Pennsboro Township
Director of Recreation
98 S. Enola Drive
Enola PA 17025-2796

Visit our web site www.pennsboropumpkinfest.com for further information on Pumpkin Fest events, entertainment, booth layout and sponsorship. If you have any questions contact the Township Recreation Office (717) 909-5630 or email to recreation@eastpennsboro.net Monday through Friday between 8:00 am to 4:00 pm.

PENNSBORO PUMPKIN FEST RULES & REGULATIONS

1. The following are STRICTLY PROHIBITED from being sold, given away or offering information regarding: Fireworks, knives, num-chucks, Obscene materials, body piercing, tattoos, throwing stars, string spray, drug related items, alcoholic beverages, open flames (except for cooking), sale or donation of live animals (except goldfish), Gambling, weapons of any kind including toy weapons and pets of any kind.
2. Unauthorized motor vehicles are prohibited in the immediate fair area during Pumpkin Fest hours of operation. These vehicles include: golf carts, ATV's and cars/trucks. Skateboards, roller blades and bikes are also strictly prohibited in the fair area..
3. In the event you cancel your participation, no refund will be given. No refunds due to inclement weather.
4. No vendor is granted any type of exclusive rights for item they are selling.
5. No electrical service will be provided.
6. Vendors may set-up starting 6:30 am on Saturday ONLY! Vendors may be ready to open for business by 9:30 am on Saturday and 11:00 am on Sunday. All displays must be removed from the park by 8:00 pm on Sunday.
7. ABSOLUTELY NO REMOVAL OF BOOTH DISPLAY BEFORE 5 PM ON SATURDAY AND SUNDAY!!!! Any questions regarding tear down must call the Recreation Department prior to the event at 909-5630!
8. East Pennsboro Township will not be held responsible for any lost, stolen and/or damaged property or goods. We will provide minimal security overnight on Saturday October 9th.
9. Advertising within the park via signs, or by any means other than professionally looking signs placed within the booth itself is not permitted.
10. For vendors using their booth for the generation of sales leads; we require that **you include a** disclaimer on your forms that gives the vendor permission to contact them at a later time in regards to your product or services. *Vendor must supply a sample form with application.*
11. All vendors having prize baskets, drawings and various other giveaways must choose a winner and attempt to present the prize or gift by closing, 5:00 pm, on the Sunday of Pumpkin Fest.
12. Each vendor will receive one (1) parking permit for a vehicle during festival days. This allows you to park in the designated Vendor Parking area. Additional parking is available through out the park.
13. No spaces are to be subleased and/or given away. Encroachment on spaces not assigned to you is not permitted and is subject to an additional fee for that space.

14. All food vendors are required to use utensils or wear gloves when handling food at the festival. **DO NOT DUMP GREASE OR COOKING INGREDIENTS ONTO THE FIELD.**
15. Unloading of equipment/moving equipment to your booth shall be the responsibility of the vendor. Do not block the area or aisle ways with your vehicle. Pumpkin Fest Committee volunteers or park personnel will not be permitted to assist.
16. Township park rules and regulations are posted at the park and they are included with this packet and must be obeyed at all times. EXCEPTION TO PARK RULES DURING PUMPKINFEST: Dogs or domesticated animals are prohibited in Adams Ricci Community Park during Pumpkin Fest hours of Saturday 8 am – 5 pm and Sunday 10 am – 5 pm. No vendors will be allowed to bring their dogs along to the Pumpkin Fest nor have them on the premises.
17. Vendors who offer educational, political, religious and/or promotional material to the public may not attempt to force any member of the public to accept the material. **Volunteers, workers, and owners are confined to the area within their assigned space and may not canvass the park.** Promotional material and exhibits are limited to within the lined vendor space. **Vendors may not place educational, promotional, political or religious material on parked cars during Pumpkin Fest.**
18. Vendors may not interfere with the public's enjoyment of the Pumpkin Fest event and the event Director shall request the individual(s) to leave the site immediately. If the individual(s) refuses to leave, local authorities shall be contacted to assist in removing the individual(s) from the event site.
19. Use of generators is discouraged. **If a generator is necessary it must be muffled, vented, and shielded from the public.** The noise level must not exceed 70 DB, and will be measured. Generator use is restricted to an approved area. **No truck or car idling is allowed. Even if it's to power a generator. The exhaust created is too dangerous.**
20. Vendors who were reported to have loud generators will not be guaranteed their same booth space. Vendors who make no attempt in 2010 to reduce the noise of the generator, will have their application rejected for the 2011 PPF.
21. Gambling (games of chance are not permitted. Games of skill are allowed.)
22. The Township Police Department will have a patrol vehicle on the premises at all times October 10 starting at 8:00 pm and until 8:00 am on October 11. East Pennsboro Township, Township Staff and Pumpkin Fest Committee volunteers assume no liability or responsibility for merchandise lost, stolen or damaged.
23. Should you require confirmation of payment, please enclose a self-addressed stamped envelope with your payment. Your assigned vendor booth number and vendor parking permit for 1 vehicle will be mailed 1 week prior to date of event. Vendors who do not obey the above rules and regulations will not be invited back.

PUMPKIN FEST VENDOR APPLICATION
PLEASE DETACH & RETURN TO TOWNSHIP BUILDING

VENDOR NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

CONTACT PERSON: _____

PHONE: _____ EMAIL: _____

List other craft shows have you most recently participated in?

Do you have a generator for your booth: (please check one) ___ Yes ___ No

If yes, does it have an operating muffler no louder than 70 decibels? ___ Yes ___ No

Will you have a prize drawing, contest or giveaway at your booth? ___ Yes ___ No

LIST ALL ITEMS FOR SALE (please be specific or application will not be approved):

NUMBER OF 20 x 20 FT SPACE(S): _____

AMOUNT ENCLOSED: **\$40.00** for **501 3(c) Charitable Organization Vendor**
(Checks are made payable to East Pennsboro Township)

By my signature, I certify that _____ and its representative(s) agree to abide by the rules and regulations developed by the Pumpkin Fest Committee as outlined above. Failure to comply with these general rules and provisions can result in your group(s) immediate expulsion from the event with no refund. **Space rental fee must accompany the signed contract.**

Signature of vendor or group representative

Date

PLEASE NOTE: East Pennsboro Township, Township Staff and Pumpkin Fest Committee reserves the right to reject the application from any vendor offering unsuitable merchandise (items promoting the use of alcohol, illegal drugs, firearms, etc.) or that which is inappropriate for viewing of young children. We are not allowing "flea market" type displays of second hand items.