



## 2024 Non Profit Food Vendor Rules **August 1-4, 2024**

**Deadline: June 30, 2024**

***Come, celebrate with our community!*** The Fort Armstrong Folk Festival, organized by the Fort Armstrong Folk Festival, Inc., a non-profit agency, invites everyone to take part in this annual event. Share in the spirited celebration of our heritage! The Festival is held in Riverfront Park (along the banks of the Allegheny River) in Kittanning, Pennsylvania. Kittanning is located 45 miles north of Pittsburgh (Route 28) and 70 miles east of Youngstown, Ohio (Route 422). This year's event will take place Thursday, August 1 through Sunday, August 4.

### **Non Profit Food Vendor Rules:**

- **Vendors must be present & participate in all four days of the Festival, opening until closing; hours listed below.**
- The Fort Armstrong Folk Festival is not responsible for theft, bodily injury, or damage to the property of the vendors and is absolved of any legal proceedings for any reason.
- The Festival will select and limit the number of vendors selling food and/or beverage items in the best interest of the festival.
- The festival is the **sole vendor of funnel cakes, roast beef sandwiches, iced tea, and lemonade.**
- Vendors are to know and meet the local and state food handling laws, requirements and to pay necessary permit fees. Copies of permits and insurance are required on the days of set up for inspection [Wednesday & Thursday].
- Vendors are to sell **only those items listed on their application and approved by the Festival Committee.**
- No raffles are permitted.
- Vendors are not permitted to distribute literature during the hours of the Festival.
- Vendors are responsible for their workers. Vendors will conduct themselves civilly and graciously at all times. The Festival reserves the right to remove any worker who does not meet acceptable standards of the festival. In the event of a dispute, the decision will be made by the FAFF board.
- Vendor vehicles on Water Street during Festival hours is strictly prohibited, may result in rejection from future festivals, and is subject to police citation.
- Electric generators are not permitted.
- Space assignments are at the discretion of the Festival.
- Tent and tent pegs must be contained within your 12' x 10' space. Non-compliance results in non-participation in future festivals. Non-standard booth sizes may be available upon special request.
- Special accommodations may be required for those vendors who use a trailer.
- Notification of acceptance will be made by July 5, 2024. Food vendors who are not accepted will have their booth space fee returned at this time.
- Menus must be displayed with prices clearly marked. Attractive handmade signs are preferred. Vendors with high quality products and reasonable prices will be given priority.

**Non Profit Booth Fee: \$500.00 per 12' frontage X 10' depth (approx.) includes four 110 volt service outlets.**

**Double Booth Fee: \$1000.00 per 24' frontage X 10' depth (approx.) includes four 110 volt service outlets.**

**Additional Electric Fee - \$50 per 110 volt outlet**

All Applications must be postmarked **NO LATER than JUNE 30, 2024** for consideration of acceptance. Late applications will be accepted if space is available.

**CONTACT INFORMATION:** Phone: (724) 543-6363 or email:[info@armstrongfestival.com](mailto:info@armstrongfestival.com)

**Please retain this sheet for your reference to rules, etc.**

**2024 Non Profit Food Vendor Application**

**Deadline: June 30, 2024**

Name of Business: \_\_\_\_\_ FEIN: \_\_\_\_\_

Contact Person(s): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone #(s): \_\_\_\_\_ / \_\_\_\_\_

Email: \_\_\_\_\_ PA TAX #: \_\_\_\_\_

Booth Fee: (1) 12' frontage X 10' depth (approx.) Booth Space =\$500  
includes **four 110 volt service outlets.**

(2) 24' frontage X 10' depth (approx.) Booth Space=\$1000  
includes **four 110 volt service outlets.**

Tents and tent pegs must be contained within your 12' x 10' or 24' x 10' space.

\*Any other size needs the clearance of the Festival's Food Committee.

Additional Electric Fee: \$50 per outlet

**Electric usage:** Please include the number of electrical items used in your booth so we can better accommodate your needs:

- \_\_\_\_ Refrigerators                      \_\_\_\_ Microwaves
- \_\_\_\_ Roasters                              \_\_\_\_ Fryers
- \_\_\_\_ Grills                                    \_\_\_\_ Warmers
- \_\_\_\_ 220 volt: indicate R or P plug \_\_\_\_\_
- \_\_\_\_ Other, explain: \_\_\_\_\_

Booth Space Fee	\$
+Additional Electric	\$
=TOTAL FEE=	\$
Tent Size	_____
Trailer Size	_____

**PROPOSED FOOD AND / OR BEVERAGE SALES INFORMATION:**

Please provide a complete list and description of proposed food and/or beverages, with prices.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Continue on reverse or attach additional sheets.

Make checks payable to: Fort Armstrong Folk Festival, Inc. P.O. Box 991 Kittanning PA 16201

**RELEASE:**

*I acknowledge that I have read and understand the conditions for entry and will comply with the above noted guidelines. If I have violated any of the Festival's guidelines, I understand the Festival reserves the right to close the sales organization and dismiss the vendor from the Festival without refund. After acceptance, I understand that a \$50 fee will be assessed if I withdraw prior to July 1, 2024. Vendors who withdraw after July 1, 2024 must forfeit the total booth space fee.*

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Complete applications must include this form, payment, PA Dept of Health permit, and proof of insurance.**