



Pocono Garlic Festival LLC  
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570.369.6814  
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## **SPECIALTY FOOD APPLICATION**

This document contains pertinent rules and regulations that govern the operations of the Pocono Garlic Festival, hosted by Ski Shawnee, Inc. (SSI)

We are extending invitations to vendors who submit fully executed applications with required enclosures and payments (see application page) by the **July 1<sup>st</sup>, 2011** deadline. Priorities for space will be reviewed based on past participation, date of receipt of fully executed application and type of product/item for sale.

Pocono Garlic Festival, LLC (PGF) strives to maintain balance, diversity and quality in vendors with strong fresh garlic themed offerings. All applications and products are juried so that we may maintain this balance. Our goal is to keep a high standard and promote a safe, successful and fun festival. The policies and regulations set forth in this document are designed to maintain order and to regulate activities on the Festival site. Regulations will be enforced.

## **PROCEDURES**

The following application and agreement must be fully completed, signed and returned with the following enclosures in order to be considered for participation:

1. A photograph of the concession set-up and detailed description of products/items to be sold is required for vendors who have not participated at the PGF previously.
2. A detailed list of all proposed products/items to be sold, identifying offerings with garlic and projected pricing for those offerings.
3. A vendor fee of \$250.00 for a 10 x 10 booth with a completed and signed application by July 1<sup>st</sup>, 2011. If you are not accepted for the Festival your check will be returned by July 30<sup>th</sup>, 2011.
4. Certificate of Insurance naming **Ski Shawnee, Inc** and **Pocono Garlic Festival LLC** as an additional insured.

### **Festival Hours of Operation**

**Labor Day Weekend 2011**

**Saturday and Sunday**

**September 3rd & 4<sup>th</sup>**

**10 A.M. to 6 P.M.**

*Rain or Shine*

## Conditions for 2011...*Please read carefully*

1. A photograph of the concession set-up and detailed description of all products/items to be sold is required with the application before the application can be approved. All items a food vendor/concessionaire wishes to sell are subject to approval by SSI and PGF staff **and must have a strong fresh garlic presence and highlighted in your menu signage.** Any product not specified in the application will not be allowed at the Festival unless permission is sought and given in writing. Items will be removed from the concession stand by SSI or PGF staff during the festival if they were not approved. Failure to abide may result in not being asked back to the festival.
2. All locations will be assigned by SSI and PGF staff. While written requests will be considered, placement will be at the sole discretion of SSI and PGF staff. Use of Shawnee Mountain property is strictly limited to assigned location.
3. Exhibitor/Concessionaire parking is provided in designated areas only. With the exception of specified set-up/load-in and break down/load-out times, vehicles will not be permitted at the event site. Vehicles are to be removed immediately when asked to by PGF or SSI staff.
4. Food vendors must provide a ***Certificate of Insurance\**** to PGF with their application. Please see the last page of this application for details.
5. All signs and displays must be of a professionally produced nature and not be higher than the peak of your tent. Prices of items must be displayed and changes may not be made after the start of the festival. Booth inspections will be made before the festival start time. Booth numbers must be prominently displayed so that you can be found from the festival map.
6. Specialty food vendors may, at their discretion, offer *tastings* of their product. They **MAY NOT** sell foods that are prepared specifically to be eaten at the Festival.
7. Vendors are required to keep a neat, presentable booth at all times. Booths should be decorated with a garlic theme and tables should be covered to the ground. Empty boxes and trash will not be permitted around the booth. Vendors must provide their own booth; tables, chairs and tents need to be secured with weights.
8. It is the sole responsibility of each Vendor to obtain the applicable and appropriate state and local licenses and permits as well as payment of taxes pertaining to their operation.
9. A limited number of electrical hook-ups will be available (see application). Electrical arrangements must be made prior to your arrival. Last minute electrical change will not be accommodated. You may use propane to run your booth during the day. Generators may only be used with SSI and PGF approval. Vendor agrees to hold **Ski Shawnee, Inc** and **Pocono Garlic Festival, LLC** and any officers and/or owners of the aforementioned companies harmless for any damage to equipment caused by any malfunction.
10. SSI and PGF will provide day and evening security, but, Vendor agrees to hold above listed organization harmless for any injury, theft, or other loss that may occur to property or person during the load-in/set-up, event, and break-down/load-out of the festival.
11. SSI and PGF reserves the right to restrict which items will be sold to include exclusive agreements with national product lines and those who have entered an agreement with SSI and PGF to be "official" vendor, such as soda, bottled water, beer, and Festival T-shirts.
12. **Vendors are not to be striking their display until Sunday at 6:00pm.** Booths must remain open until the event closes, ***even if exhibitor is sold out.*** Leaving early makes the festival look in disarray and vendors who leave early will not be allowed to participate in the festival again.
13. We will have space available in a refrigerated truck or walk-in for those who want to store perishables until needed. Please indicate on your application form if you will be needing the use of refrigerated space and how much space you will need.

**Insurance Reminder!!** All Vendors are required to submit a Certificate of Insurance. Proof of this insurance must be mailed with your application no later than July 1<sup>st</sup>, 2011 otherwise your vendor space will be released to a vendor on the waiting list.

### Contact Information

Question can be answered by phone or e-mail. Contact Kathleen at 570.369.6814 or [poconogarlic@gmail.com](mailto:poconogarlic@gmail.com)  
Mail applications to: Pocono Garlic Festival LLC P.O. Box 308 Stroudsburg, Pa. 18360



## Specialty Food Vendor Application

**Business Name:** \_\_\_\_\_

**Street Address or PO Box:** \_\_\_\_\_

**Town or City:** \_\_\_\_\_

**State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**The deadline for this application is July 1<sup>st</sup>, 2011.**

Vendor hereby request permission to display and sell the products and/or services listed at the end of this document. Further, the Pocono Garlic Festival, LLC (PGF) and Ski Shawnee, Inc (SSI), reserves the right to approve any product/item a vendor may wish to seller dispense as well as limit the number of concessions selling the same product/item. **DO NOT** bring items to the Festival unless previously approved. On the day of the Festival, our standards committee will be monitoring compliance. *Those found NOT in compliance will be asked to remove the item, or leave the Festival. No refund of fees will be given.*

I have read and understand and will abide with the 17<sup>th</sup> Annual Pocono Garlic Festival 2011 general information.

By signing this application, I acknowledge that the Festival is subject to various weather conditions and State and Federal safety and health regulations. No refund of application fees. Exhibits must remain open until closing of the Festival.

**Applicant Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

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

The above named applicant has read and understands the general information, procedures and conditions and seeks admission as a food vendor.

# Proposed List of Offerings

## Offerings Must Have *Lots of Garlic*

List the items that you think you want to sell at the Festival. Please try to be as specific as possible and also list the selling prices. In order to make any changes you must request and receive permission in writing.

**Six item Limit.** Please try to stay within this suggested limit.

**No Price Gouging.** The Festival has a strong policy on price gouging. If the committee feels that your prices are too high we will tell you. Your prices may not change after the start of the festival.

**Farm Offerings:** All items to be sold must be from your farm or business.

Items	Price

Use additional space if needed

# Specialty Food Vendor Space and Cost

*This is a rain or shine event. Be prepared for any type of weather. Tents, canopies and pop-ups must be secured with weights to withstand the weather.*

Please complete and return this form along with your payment and Certificate of Insurance by July 1<sup>st</sup>, 2011.

Make checks payable to: **Pocono Garlic Festival LLC**

Mail to: **Pocono Garlic Festival, P.O. Box 308 Stroudsburg, Pa 18360**

## Check-In and Set-Up Schedule for 2011 *Please Circle One*

*Friday September 2nd, 3-6 pm (preferred)*

*Saturday, September 3rd, 7-9 am  
Vehicles must be out by 8:30 am*

10' x 10' space @ \$250.00 \$ \_\_\_\_\_

Electricity (110 volt/15 amp only) @ \$60.00 \$ \_\_\_\_\_

Extension cords and lights are the responsibility of the vendor

Electrical arrangements must be made **prior** to your arrival

Last minute electrical changes cannot be accommodated

**No generators permitted except with SSI and PGF approval**

**Above 15 amps/110 volts call Jim Tust @ Shawnee Mountain; 570.421.7231 ext. 221**

Refrigeration (storage space) @ \$30.00 \$ \_\_\_\_\_

*Festival is not responsible for spoiled food or cooling failure.*

***Total amount enclosed*** \$ \_\_\_\_\_

**Please be considerate of your fellow Vendors. Off load your vehicle into your space, move your vehicle and THEN come back and set up!**

If you are looking for accommodations, there is a KOA camping ground less than one mile from Shawnee Ski. Hotel accommodations recommended are *Shawnee Inn*, and *Pocono Inn*.

## INSURANCE VERIFICATION

*Please read carefully*

Vendors must provide a *Certificate of Insurance*\* to PGF with their application. The certificate should indicate Comprehensive General Liability coverage and Automobile Insurance, \$1,000,000 minimum plus Workers Compensation as provided by the statutory limits of \$100,000 each accident, \$500,000 disease policy limit and \$100,000 disease for each employee. The certificate must list the following as additional insured: **Ski Shawnee Inc and Pocono Garlic Festival LLC on the certificate under "Description of Operations / Locations / Vehicles/ Exclusions added by Endorsement / Special Provision"**.

There is one exception: any vendor that is self employed with zero employees; this exhibitor must submit a date/signed letter stating "I am self employed with zero employees and therefore exempt for carrying Workers Compensation.

All payments and forms must be sent to PGF no later than the deadline date of April 1<sup>st</sup>, 2011.

*\* If there is a problem with your Certificate of Insurance, please call 570.369.6814*