



2017 Food Vending Information Sheet

Thank you for your interest in food vending at PEX Summer Festival this year.

- Important dates:
 - May 15 Online application deadline
 - May 25 Health Permit applications due to Harford County
 - June 1 All vendor fees due to PEXSF
 - June 28 Food Vendors may start arriving on-site for setup during daylight hours
 - June 29 Ready for on-site health inspection by Noon
 - June 30 Gates open to the general public at 8am
 - June 30 Open for vending by 10am
 - July 3 Breakdown and exit by 5pm

- **IMPORTANT:** The front gate at Ramblewood will only be open for entry during daylight hours. Vehicles will not be allowed to enter when the gate is closed, so please plan to arrive during the day.

- Applications: To be considered for food vending, you must fill out the online application **no later than May 15th**. Submitting an application does not guarantee a space. The sooner we receive the application the sooner we may notify you if you are accepted. **If you are accepted as a vendor, we will confirm with you no later than May 20th.**

- Cost: \$600 guaranteed flat fee or a 15% percentage of gross sales, whichever is higher. All guarantees must be paid before the event. Food vendor fee includes 3 staff admission tickets, 1 vendor vehicle pass, 1 runner vehicle pass with in/out privileges. Additional staff passes can be requested depending on your setup and vending hours. Note that your runner vehicle must exit and enter the gate during daytime hours.

- Vending Hours: **Vendors must be set up and ready to vend by 10am Friday 6/30/17.** Gates open to the general public at 8am Friday, and **WE REQUIRE YOU ARRIVING ON OR BEFORE THURSDAY AND BE PREPARED FOR HEALTH INSPECTION THURSDAY NOON.** Vending on Thursday is optional and encouraged as there will be staff onsite. Vendors are required to be open for vending between the hours of 10am and dusk Friday, Saturday, and Sunday. Additional hours are at vendor's discretion and encouraged as this is a 24 hour event.

- Health Permit: **All food vendors will be inspected by the Harford County Health Department on Thursday 6/29/17.** The time of your inspection will be determined by the Health Department. Should you require special arrangements you must speak directly with the Health Department. Applications for temporary food service permits can be downloaded from their website at <http://harfordcountyhealth.com/wp-content/uploads/2015/08/Application-for-Temporary-Food-Service-Facility-License.pdf> and are the sole responsibility of the vendor. Please note that Health Department Applications must be filed at least ten days in advance of the event but we recommend submitting the application ASAP. **PEX requires you to submit these by May 25th because the Summer Fest event permit is not approved by the County until your vendor application is received.**

- Sales Tax & Licenses/Permits: License/Permits & Maryland Sales Tax collection and payment are solely the responsibility of each vendor

- Insurance Certificate: **Vendors must carry liability insurance for a minimum of one million dollars** and must include The Philadelphia Experiment, Global Marketing Systems and Camp Ramblewood as additional insured on the policy and provide proof of this insurance.
- Additional Insurance: Vendors are expected to insure their own property. PEXSF is not responsible for this coverage. The insurance of whatever nature, including but not limited to, liability insurance and workman's compensation insurance shall be the responsibility of the vendor and shall be obtained at his/her own expense and initiation. PEXSF assumes no responsibility of any kind for insurance on behalf of the vendor.
- Health / Safety: Proper food-handler safety regulations and sanitation will be expected to be upheld and maintained at all times while at PEX Summer Festival, and will be inspected periodically throughout weekend
- Strike/Exit: Vendors must plan on being packed and off site by **Monday 7/3/17 by 5pm.**
- Booths/Trucks: Vendors are to provide their own structures and all elements necessary to vend their wares. Please be prepared to secure your booths on pavement, if required. Booth/truck location to be determined by PEXSF and retains the privilege to change locations for any reason.
- Security: You should prepare to secure your booth/valuables. We will have security in the area as well but we cannot be responsible for your items while you are away from your booth or vehicle.
- Camping: There are tent camping spaces available nearby your vending area.
- Fees due: **All vendor fees are due to PEXSF by June 1st.** We will provide payment details to approved vendors. If you have not paid your fees by the 1st, or arrangements to pay before the event, you may not vend at the event.
- Water: Potable water is available on site.
- Power: A reasonable amount of supplemental power will be provided. Please submit your power needs to the vending coordinator no later than June 1st. Include all items such as blenders, refrigerators, coffee makers, fans, etc. which require large draws of power. You must bring power strips and at least 200 feet of extension cords and anything necessary to vend and illuminate your booth.
- LNT: This is a **leave no trace event.** Dumpsters are available onsite and it is your responsibility to keep your area clean and dispose of any and all trash associated with your truck/booth.
- Safety: **All vendors must have a first aid kit, ABC fire extinguisher and meet fire marshal standards.**
- Sound Systems: You may not bring in sound systems. A small audio source is acceptable.
- Visual: Presentation is important. We love creativity, but please no obnoxious signage or lighting. If possible, submit pictures of your booth/signage with your application.

CONTACT INFORMATION:

If you have any questions, you may contact our vending coordinator at vending@pexsummerfestival.com