

42nd Annual OLDE YORK STREET FAIR

Sunday, May 14, 2017 – 12:30 p.m. to 6:00 p.m.

FOOD VENDOR APPLICATION

PLEASE NOTE:

All food vendors must be partnered with a non-profit organization and agree to donate no less than 50% of their total gross profits to that organization. Food vendors cannot apply to the Olde York Street Fair without documentation of this partnership.

Fees are as follows:

NON-PROFIT ORGANIZATIONS PREPARING AND SELLING FOOD THEMSELVES:

\$10 non-refundable application fee PLUS

\$115 per booth space for non-profit organizations

NON-PROFIT ORGANIZATIONS USING A COMMERCIAL FOOD VENDOR:

\$10 non-refundable application fee PLUS

\$115 per booth space for non-profit organizations PLUS

\$225 per booth space for commercial food vendors

**CERTIFICATE OF INSURANCE MADE OUT TO CITY OF YORK OR
SIGNED ACCEPTANCE OF RESPONSIBILITY DISCLAIMER MUST ACCOMPANY THIS APPLICATION**

PLEASE PRINT

1. Name of non-profit organization/group _____

Description of group's activities _____

Contact person's name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

Website _____

Sales Tax # _____ (REQUIRED)

2. If using commercial food vendor, please fill in the following information.

Name of Vendor and Contact Person _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

3. Please list all food and/or beverages to be sold:

OFFICIAL USE ONLY

Date Received _____

Check Number _____

Amount \$ _____

Accept/Reject _____

of Spaces Requested _____

Location _____

4. Please list cooking/heating equipment: ☐ LP ☐ Gas ☐ Charcoal ☐ Wood ☐ Other

NOTE: No electricity will be available. **Only whisper quiet generators allowed.**

Food vendors must shield against defacing property. Vendors using fuels MUST supply a fire extinguisher.

Ethnic, vegetarian, vegan, and other healthy and specialty foods are encouraged.

5. **Space reservations will be processed as follows:**

If you are requesting the same space you used at the 2016 Olde York Street Fair, your completed application must be received at our office on or before 4:00 p.m. Friday, March 3, 2017.

If you would like a change of location from what you had at the 2016 show, your application must be received at our office on or before 4:00 p.m. Friday, March 24, 2017.

If at all possible, those requesting their 2016 location will be given that same space for the 2017 show.

Those requesting a change of location from their 2016 space will be processed next, followed by new applications in date received order. **APPLICATIONS RECEIVED AFTER MARCH 24th WILL BE ACCEPTED ON A SPACE AVAILABLE BASIS UNTIL 4:00 P.M. FRIDAY, APRIL 7, 2017.**

6. If you are requesting the same space as last year, please enter that location here:

Street: _____

Block: _____ Space #: _____

If you register and do not show up for the event, you forfeit your booth location for the next year.

7. If you want a new location, describe new location or address: _____

8. Have you participated in the Olde York Street Fair before: ☐ No ☐ Yes, in _____.

Make check payable to **York City Recreation & Parks**. (\$25 fee for checks returned for insufficient funds)

The Olde York Street Fair will be held rain or shine. Fee will NOT be refunded due to inclement weather.

No refunds for cancellations after April 1, 2017.

Total number of spaces requested: _____ x \$115	\$
Total number of spaces requested using a commercial food vendor: _____ x \$225 (this is in addition to the base non-profit fee)	\$
Plus \$10 application fee	\$10.00
Total amount due	\$

STATEMENT OF UNDERSTANDING (Must be signed by organization head or application will be returned) I certify that my organization/group sales of food and beverages or organization/group related items is to benefit my non-profit organization/group. I fully understand and agree to abide by the rules and requests of York City Recreation & Parks and the Olde York Street Fair. If my application is accepted I realize my/our failure to comply with these rules may result in disciplinary action subject to the discretion of York City Recreation and Parks and/or the Olde York Street Fair Committee. I also understand that York City Recreation and Parks and/or the Olde York Street Fair reserves the right to approve or deny any or all applications as they deem appropriate.

PRINT Organization head name

Organization head signature

DISCLAIMER (Must be signed or application will be returned.) Applicant and members and associates of his/her organization agree to indemnify and hold harmless the Olde York Street Fair and the City of York and its agents from and against all claims, losses, liabilities, and expenses, including attorney's fees and court costs, arising from any circumstances occurring during the Olde York Street Fair.

Organization head signature

PLEASE BE SURE TO READ THE RULES AND GUIDELINES ENCLOSED WITH THIS APPLICATION.

Return application form, fee, and required documentation from non-profit organization by deadline to:

Olde York Street Fair
York City Recreation & Parks
101 S George St., P.O. Box 509
York PA 17405

GUIDELINES FOR FOOD VENDORS

1. The intent of the Olde York Street Fair is to offer craftspeople and non-profit charitable and educational organizations an opportunity to sell their handiwork and/or food to raise money for their cause or organization.
2. The following participation is allowed at the Olde York Street Fair.
 - Handcrafted products created by the exhibiting artisans (“for profit” vendors)
 - Displays by non-profit groups
 - Displays by political candidates to provide information to voters
 - Non-profit sale of food, beverages, and organizational related items by non-profit organization
 - Store owners or permanent street vendors along route of Street Fair
 - Demonstrations of quality crafts, special food vendors, or permitted novelty vendors as contracted by the City of York
 - Event sponsors
3. The Olde York Street Fair is a rain or shine event. Be prepared for rain with adequate covering and items to weigh down your booth in case of wind. No refunds will be given for inclement weather.
4. No electricity will be available. Any power needs must be the responsibility of the booth vendor. **Only whisper quiet generators are permitted.** If a non-whisper quiet generator is used, vendor may be asked to leave event. Those not complying with this guideline will not be allowed to participate in future Olde York Street Fairs even if they are allowed to remain at the present event.
5. Individuals or groups representing non-profit organizations will be allowed to display information about their group, sell food and beverages as well as organizational related items **bearing the organization's logo only.**
6. To obtain a food vendor space, commercial food vendors must provide documentation that they are partnered with a non-profit organization. The following wording must be **TYPED ON THE NON-PROFIT ORGANIZATION'S LETTERHEAD** and signed by organization head:

(insert name of vendor) is donating no less than 50% of their total gross profits to (insert name of organization) for items sold at the Olde York Street Fair (signature of Organization Head)

DO NOT FILL THIS AREA IN ON THESE GUIDELINES--RETYPE ON LETTERHEAD
7. **NO PETS**, no boom boxes, no bikes, no skateboards, no in-line or roller skates.
8. Packing and food waste generated by booth vendor must be taken home by vendor
9. The Olde York Street Fair officially runs from 12:30 to 6:00 p.m. **Booth set up begins at 9 a.m. Registration assistance, restroom facilities, etc. will not be available until 9 a.m.** Informal selling of craft or food items before the start time detracts from the event and creates a lower caliber event overall. Therefore, pre-event start time sales will not be permitted. Please use extreme courtesy for area residents and church services and minimize noise at these locations. **You must be unloaded and your vehicle removed from the festival area by 11:30 a.m. You must stay until the festival is over, even if you have sold out of product.**
10. Bring all your own equipment (chairs, tables, tablecloths, canopies). All tables must have table covering to sidewalk and **all items must fit within your assigned booth space (15' wide by 10' deep).**
11. Food vendors must shield from defacing public and private property, so please supply ground covers and tape. If City of York must clean up your space of food stains or trash you will be charged a **\$250.00** clean-up fee. Failure to pay this fee within 30 days following the Olde York Street Fair will make you ineligible for the following year's event.
12. Food vendors using cooking equipment must supply a fire extinguisher.

13. **All food vendors are required to secure permits from the York City Bureau of License, Permits and Inspections. You are strongly urged to do so no later than three weeks prior to the Olde York Street Fair. Due to the large number of food vendors at the Olde York Street Fair, health license applications will NOT be accepted on the day of the event.**
Review **Special Event Health Requirements** and fees here:
<http://yorkcity.org/files/Special-Events-Requirements.pdf>
Download the **Special Event Health License Application** here:
<http://yorkcity.org/permit-applications>
For questions, please call 717-849-2341.
Please note: If you return the Health License Application with your Olde York Street Fair application, you must submit a separate check as payments are processed in different departments.
14. Names of all vendors selling food and merchandise will be forwarded to the Pennsylvania. Department of Revenue. **ALL VENDORS MUST HAVE A CURRENT PENNSYLVANIA SALES TAX LICENSE (PERMANENT OR TEMPORARY). YOU CANNOT BE ACCEPTED WITHOUT A VALID LICENSE NUMBER.**
15. Commercial food vendors must adhere to the following guidelines:
- Booth is to be rented in the name of the non-profit agency or organization.
 - **Signage on booth must include name of non-profit agency or organization.**
 - **All equipment must fit within your space. All setup must be done within the 15 x 10 foot booth space.** If additional space is needed, additional space must be purchased. (Exception: City contracted units.)
 - **Commercial food vendors pay a \$225 fee per space, in addition to what the non-profit organization pays.** Check should be made payable to YORK CITY RECREATION & PARKS and accompany non-profit's application and their fee.
 - The organization or agency is totally responsible for any debris not cleaned up by the commercial vendor under their hire.
 - PA Sales Tax is the responsibility of the commercial food vendor.
16. Insurance or waiver must be provided by both craft and commercial food vendors. The Olde York Street Fair assumes no liability for any accidents to property or persons from the merger of commercial food vendor and non-profit agency or organization. Certificate **must** name City of York as insured party.
17. Representatives of the Olde York Street Fair will visit all vendor booths to review stands' compliance with guidelines. Those not complying with guidelines could be requested to leave the event and event premises. Vendors who do not comply with the guidelines of the event will not be allowed to participate in future Olde York Street Fairs even if they are allowed to remain at the present event.
18. No subletting of space is allowed.
19. If you are admitted to the 2017 Olde Street Fair and are not present, you forfeit your same space number for future York City Olde York Street Fairs.

York City Recreation & Parks
101 South George St., P.O. Box 509
York PA 17405-0509
(717) 854-1587
events@yorkcity.org
www.yorkcity.org/OldeYorkStreetFair
www.facebook.com/YorkCitySpecialEvents
www.twitter.com/YorkCityEvents
www.instagram.com/YorkCitySpecialEvents
#OYSFyork

GPS location for Continental Square: One Marketway West, York, PA 17401
(The show is located in several blocks adjacent to this address. Not to be used for mailing address.)