

2018 TASTE OF HAMBURG-ER FESTIVAL REGISTRATION

Return completed application with all additional paperwork requested, along with your required payment to Our Town Foundation, 335 State Street, Hamburg PA 19526. **Checks should be payable to Taste of Hamburg-er. ALL applications that are submitted and do not include the required items on the application check list below will not be considered. We do not personally notify you when you are accepted. Your cancelled check represents your acceptance.**

Business/Non-profit name if applicable: _____

Contact Name: _____

Street: _____ City _____ State _____ ZIP _____

Phone: _____ Email: _____

Website/URL: _____

Check the appropriate category of your stand.

All fees are forfeited if you do not participate. If you are not selected to participate, your fee will be refunded.

******If vendors choose to incorporate 2 categories in one stand, both fee schedules will apply and commission is payable on the appropriate sales ******

_____ Artisans/Crafters selling **original, hand-crafted, non-edible** items - \$60.00 for each 10' x 10' area due with registration

_____ **ALL non-profits** - \$50 deposit due with registration **plus** 15% commission on all **gross** sales of food or activities, if applicable, payable the day of the festival

_____ Home-based sales consultants - \$100 for each 10' x 10' area due with registration (we will only accept one sales consultant per company)

_____ Home based businesses selling **pre-packaged** edible goods such as salsas, jams, honey, etc. \$100 for each 10' x 10' area due with registration

_____ Restaurants, caterers, and concession trailers - \$125 deposit due with registration **plus** 15% of all **gross** sales of products sold (including food, merchandise, promotional materials, etc.) payable the day of the festival

_____ All other vendors - \$125 deposit due with registration **plus** 15% commission on all **gross** sales/activities payable the day of the festival

_____ **Business** distribution of materials/literature without sales - \$500.00 for each 10' x 10' area due with registration

Note: Applications for retail businesses (to sell merchandise) with storefronts located outside of the festival area will not be accepted.

Detail the type of stand you will have. Describe the products/works you will be displaying, distributing or selling. If you are selling burgers, please include a brief description of each burger and its toppings. Continue on reverse side if more space is needed. **This information will be posted on the web and the festival guide. If you do not provide this information when submitting your application, it will not be printed.**

- Size of space needed. _____
**Artisans and crafters, home based sales consultants and businesses, and information stands set up by non-profits and businesses pay per 10' by 10' space*
- Will you be bringing a canopy? Yes _____ No _____
**Canopies will NOT be provided; vendors must bring their own if they wish to use them.*
- If you're a returning vendor, would you prefer the same space as last year? Yes _____ No _____
**Festival committee will try to honor this request; however, the committee has the right to make changes as they see appropriate.*
- If you're a new vendor, how did you hear about our festival?

Food vendors only:

- Will you be using a grill? _____yes _____ no
- Will you be using a fryer? _____yes _____ no
***Grills and fryers require having appropriate fire extinguishers at each stand. See guidelines for details.**
- Due to the fact there are very few spaces available with electric service we are asking that food vendors provide their own generators for power if possible. Since the noise and exhaust can be an issue, **quiet** generators must be used. If electric service is necessary we will try to provide for it; however, there will be an additional \$50 fee per space.

_____ Yes, I need electric and will pay \$50 per space along with my registration fee.
_____ I do not need electric. I will provide my own **quiet** generator.

Application Check List - All items must be included and returned for your application to be considered

- ___ Required payment – checks payable to “Taste of Hamburg-er”
- ___ \$50 electric fee if applicable (food vendors only)
- ___ 5 total application pages, each signed when applicable
- ___ A copy of your current Serve-Safe Certification if selling food (non-profits are exempt)
- ___ A Certificate of Insurance issued by your insurance company naming Our Town Foundation and the Taste of Hamburg-er Festival as additional insured (artists, crafters, home based sales consultants are exempt)
- ___ A vendor contest registration form (This is an optional item for food vendors only)

All Vendors

By signing this agreement you and/or your business shall save, keep harmless and defend the “Taste of Hamburg-er” festival and all its officers, employees, agents and volunteers against any and all liability claims, costs of whatever kind and nature, for injury to or death of any person or persons and for loss and damage to any property occurring in connection with or in any way incident to or arising out of the occupancy, use, service, operation or performance of work in connection with this contact and acts or omissions of the “Taste of Hamburg-er” employees, agents, representatives, or volunteers. I agree that the Taste of Hamburg-er committee may use my name, photograph and any likeness of me for purposes of promoting a Taste of Hamburg-er or any other downtown events. I have read the preliminary rules and regulations and agree to abide by such.

I hereby acknowledge and agree to the terms of this correspondence.

Signature **Date**

Printed Name

Festival Guidelines & FAQ

Registration

- The event day is Saturday, September 1, 2018 from 10 am – 6 pm. The event is rain or shine.
- Spaces are reserved for past participants. New participants will be offered spaces on a first come, first serve basis by order of the date a **complete** registration (with all supplemental materials as required) is received.
- Do not contact business owners requesting information, or to be stationed in front of their property. The festival committee is solely responsible for providing the area in which you will be stationed.
- You will receive additional information approximately one to two weeks before the festival, including your location, a parking pass with lot locations, final guidelines, etc.
- There will be no refunds given for any reason.

Set up & tear down

- The streets will be closed from 7:00 a.m. to 7:30 p.m.
- Set up is between 7:00 a.m. – 9:30 a.m. You will receive your location in the packet sent to you prior to the festival. Set up is in the street parallel to the curb, unless otherwise noted in your packet. Many 10 x 10 spaces are on wide sidewalks.
- **Do not block the street while setting up.** As soon as you have everything unloaded, please move your vehicle to a designated parking area. You will be mailed one parking pass which will be in the packet received prior to the festival.
- **Absolutely NO vehicles are allowed in the festival area between 9:30 a.m. and 6 p.m. If you arrive after 9:30am for set up, you cannot participate and forfeit all deposits paid.** Vendor's cars must be removed from the street area and parked in a designated parking area. You must be ready for sales by 10 a.m.; however, no sales may begin before 10 a.m. or take place after 6 p.m. All participants must stay until 6 p.m. If you are selling food and run out, you may clean up your designated area, but NO vehicles may be brought in to do so.
- Vendors may set up a canopy if desired. All canopies must be secured with sand bags or another object to prevent them from lifting up from the wind; however you cannot put holes into the macadam or sidewalks.
- Please be courteous of your fellow vendors by setting up within the area designated to you.

Trash disposal

- You are responsible for keeping your area free from trash, and to dispose of your own trash at provided dumpsters. The locations of these dumpsters will be given to you when you receive the final guidelines.
- Do not place trash in any of the small trash receptacles along the festival route. Only use the provided dumpsters.
- **Volunteers will be monitoring trash removal and vendors will be assessed a fine of up to \$300 if trash is left behind.**
- **Vendors who do not properly dispose of their trash will not be invited to participate in future festivals.**

Other guidelines

- All prices must be posted!
- Please remember to bring all necessary supplies. Don't forget such items as tables and table covers, signs, cash box, extra change and small bills, etc. Most of the banks are closed, and the festival committee does not have access to change.
- If you owe commission from sales, that money must be paid the day of the festival. Location for paying the commission will be provided at a later date. **If we do not receive your commission payment the day of the festival, or if there is reason to believe that you are not being honest with your sales figures and commissions, you will not be invited to return in subsequent years.** For every day that you are late, a fee of \$10 per day will be assessed.
- If you are providing free handouts of any sort, they must be approved by the festival committee. Giving out free food or drink is not permitted; this takes away sales from vendors.

By signing below you agree that you have read the aforementioned rules and guidelines and agree to abide by them

Additional Guidelines for Food Vendors

Safety

- **The Fire Marshall is REQUIRING all vendors using any type of heating apparatus (grills, fryers, etc.) to have the proper fire extinguishers at their stand. Officials will be inspecting stands in the morning and if you do not have the proper extinguishers at your stand, you will not be able to grill or fry.** Fryers require Class K extinguishers and grills require ABC type extinguishers. The festival committee will not provide extinguishers.
- **Grease catchers must be used if cooking on a grill.** Please bring appropriate containers for storing the grease when the catchers become full. All grease must be contained and taken along at the end of the day. **Do not put grease in any drains - You will be fined according to DEP regulations and you will not be invited back!**
- Grills and the gas for grills will not be supplied by the festival committee.
- Food vendors may not place any heating apparatus on the sidewalks. It must be in the street away from all structures.
- Absolutely no flammable liquids near open flames or grills.
- All generators must be placed behind your stand and out of harm's way of the attendees. Your generator **must be a quiet generator. If your generator is loud, you may be asked to shut it down and will not be able to use it.**
- If using electricity, be cautious of the number of cooking appliances that you plug into one outlet. If using electricity provided by the festival committee, in most cases you are tapping into older properties that cannot handle the necessary output for more than one or two cooking appliances that heat up.
- All exposed electric cords must be covered by duct tape to prevent a tripping hazard. Please do not put electric cords across the street in the pedestrian walking areas.

Food Products

- Over the years there have been several requests for sliders. Please consider this when planning your menu.
- **Ground beef is the only type of meat that is permitted to be sold from your outdoor stand.** You may sell any type of food with ground beef in it, as well as any foods that are complementary to a burger, such as salads, fruit, French fries, dessert foods etc.
- You may prepare any type of burger as long as all ingredients are legal. We recommend bringing unique toppings and creative burger names; these are the most desired burgers at the festival.
- Please have back-up food available if needed. We don't want to run out of burgers! The average per stand was 700, with as many as 2200 sold at one stand.
- Be sure all burgers are fully cooked as per Serv-Safe regulations.
- All restaurants and food vendors must follow FDA food handling requirements. Please have a copy of your valid state sales tax license and proof of insurance available during the festival. Most non-profit organizations are exempt from the above rules. **Expect food inspectors to be in attendance at the festival.**
- The Hamburg-er Festival Committee respectfully reserves the right to conduct random audits of food supplies and quality. (i.e. thoroughness of cooking, number of burgers on hand, refrigeration, etc.) and may shut down your stand if deemed necessary.

Festival Staff

- Due to long lines at stands, our staff and volunteers have difficulty finding time to eat; therefore we are **asking all vendors to immediately serve anyone with a bright green STAFF shirt or a bright orange VOLUNTEER vest.** The staff and volunteers are directed to wait at the side of your stand, rather than entering the front of the line, in hopes of eliminating any conflicts from the others waiting in line to be served. The volunteer staff thank you for your prompt attention and understanding in this matter.

By signing below you agree that you have read the aforementioned rules and guidelines and agree to abide by them

BEST BURGER CONTESTS – 2018

This form only applies to people selling burgers

Please check off the contests you would like to participate in and **return this form with your registration materials.** Additional information will be sent to you with your confirmation packet approximately two weeks before the festival.

Select the category below that best describes your business. Select **ONLY** one.

Licensed Restaurants

Non-Profit Organizations

Concession Trailers

“Newbie Award” – This award will be given to a new vendor who has never participated in the festival in prior years. Are you a first time attendee?

Yes

No

People’s Choice Award - Your business/organization name will be listed on a ballot and the general public will vote for their favorite burger.

Yes, I would like to be on the ballot

No, I am not interested in participating

Best Burger Award (Selected by a panel of judges)

Winners will be chosen in **each** vendor category (restaurants, organization, concession trailers) for the following **individual** awards based on a point system by a panel of three or four judges.

Appearance

Originality

Taste

In addition, **one overall** winner will be selected from the three vendor categories which scored the highest combined points, with an emphasis on the Taste category.

Please note that only one burger per vendor may be entered into the Best Burger Award competitions. Vendors selling multiple burgers may choose which burger they would like to enter; however, it must be one which is being sold during the event.

Yes, I would like one of my burgers to be judged

No, I am not interested in participating

Name of Business/Organization: _____

Contact Person: _____

Contact Phone #: _____ Contact email: _____