

2023 TASTE OF HAMBURG-ER FESTIVAL REGISTRATION

Festival date: **Saturday, September 2, 2023**

Return completed application with all additional paperwork requested, along with your required payment to Our Town Foundation, 320 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 cashed check represents your acceptance.** Questions? Call 610-562-3106

Business/Non-profit name if applicable: _____

Contact Name: _____

Business Address: _____ City _____ State _____ ZIP _____

Business Phone: _____ Contact Phone (if different): _____
(number to be advertised)

Email: _____ Website/URL: _____

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

We will not accept applications from retail businesses wanting to sell merchandise with storefronts located outside of the festival area or political advocacy groups. The festival committee has the sole right to reject any application.

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

Place a check mark next to the appropriate category of your stand

Food Vendors:

_____ Non-profits: \$50 plus 15% commission on gross sales _____ All others: \$125 plus 15% commission on gross sales

Check if you are a: _____ Burger stand or _____ Misc. food vendor (no burgers sold) including vendors selling alcohol

Activity stands: any stand that charges a fee or asks for a donation to participate in a hands-on activity or craft

_____ Non-profits: \$50 plus 15% commission on gross sales _____ All others: \$125 plus 15% commission on gross sales

Other Vendors:

_____ Artisans/Crafters selling original, hand-crafted, personally made, non-edible items - \$60.00 per 10' x 10' space

_____ Direct sales consultants having products or goods physically available to sell during the event - \$100 per 10' x 10' space (we will only accept one sales consultant per company)

_____ Vendors selling prepackaged, sealed, edible goods for take-home consumption: \$125 per 10' x 10' space

_____ Non-profits **with sales/receiving donations** in exchange for any goods/services: \$50 per 10' x 10' space plus 15% commission on gross sales/donations

Informational Stands: distribution of materials/literature **without day-of event sales** (limited number of spaces available)

_____ Non-profits: \$50 per 10' x 10' space

_____ Businesses: \$500 per 10' x 10' space

For Office Use Only: _____ML _____DS _____WEB _____PS

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. **Please be precise as this information will be printed in the festival guide and on the website. If you do not provide this information when submitting your application, it will not be printed.** The Festival Committee reserves the right to make changes to wording and punctuation as needed.

Amount of space required

- Food and Activity vendors - include the total space needed for your selling area. Be sure to include the space you need for backing your trailer into the spot. We will not be able to accommodate you the morning of the festival if you do not request enough space to maneuver your trailer.

_____ ft.

- Artisans and crafters, direct sales consultants, pre-packaged edible goods, nonprofits with sales/receiving donations in exchange for goods/service, and informational stands (no sales) set up by businesses or non-profits pay **per** 10' by 10' space.

How many 10 x 10 spaces are you requesting? _____

- 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 vendors to provide their own generators. Since the noise and exhaust can be an issue, **quiet generators must be used. If your generator is too loud you may be asked to shut it down.** If you do not have a generator and we have accommodated your electrical needs in the past, please contact Deena at 610-562-3106 before submitting your application.

Please read and sign

Certificate of Insurance

I understand that Our Town Foundation’s liability insurance does not cover vendors participating in the Taste of Hamburg-er Festival; therefore, I need to provide my own liability insurance and provide a **Certificate of Insurance naming Our Town Foundation/The Taste of Hamburg-er Festival as an additional insured.**

Please note that sending a copy of your insurance policy is not satisfactory. **We must be named as an additional insured.** (This is a requirement of our insurance company).

Crafters and direct sales consultants selling non-food items do not need to send us a certificate; however, by signing below you are acknowledging that the items you are selling, and you personally, are not covered under the host’s insurance policy.

Note: The address for Our Town Foundation is now 320 State Street. If you participated in the past, please be sure to inform your insurance company of the address change since the post office is no longer forwarding our mail to the new location. Certificates of Insurance may also be emailed to tasteofhamburger@gmail.com

_____ I am submitting my COI along with this application

_____The COI will be coming directly from my insurance company

Public Health Guidelines

In order to participate in this event, all vendors must agree to follow the public health guidelines issued by the Commonwealth of PA as of the date of this event.

Hold Harmless Agreement

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 contract and acts or omissions of the Our Town Foundation and the “Taste of Hamburg-er” employees, agents, representatives, or volunteers.

I agree that Our Town Foundation and 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.

By signing this Agreement you agree that you have read the entire application packet including the Festival Guidelines, the Public Health Guidelines, and the FAQ pages and by signing you are agreeing to abide by the information provided in the packet.

Signature Date

Printed Name

Festival Guidelines – Please read and sign

Registration

- The event day is Saturday, September 2nd from 10 am – 6 pm. (Beer Gardens remain open until 7 pm)
- The event is rain or shine. There will be no refunds given for any reason.
- Spaces are reserved for past participants. New participants will be offered space on a first come, first serve basis by order of the date a **complete** registration (with all supplemental materials as required) and payment is received.
- 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.
- 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.

Set up & tear down

- The streets will be closed from 7:00 a.m. to 8:00 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. Any vendor who does not set up as instructed will be asked to move.
- **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, the festival committee reserves the right to charge a \$250 penalty.** In addition, for every day that you are late, a fee of \$10 per day will be assessed. 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.

_____ Your signature here confirms you have read and agree to the terms of this page.

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 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!**
- Any vendor who does not properly clean up their location, including grease, will be required to return to rectify the situation.
- 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.**
- All exposed cords must be covered by duct tape to prevent a tripping hazard. Please do not put cords or any other obstacles across the street in the pedestrian walking areas.

Food Products

- **Ground beef is the only type of meat that is permitted to be sold from your outdoor stand. Chicken, pizza, hot dogs and any other meat sold as a main dish is not permitted. You will be asked to stop selling everything from your stand if you are selling non-allowed foods.**
- Other meats may be **added** to your burger as either a topping or mixed into the patty, provided the ground beef is the main ingredient (at least 51%).
- You may sell any type of side dish complementary to a burger, such as salads, fruit, French fries, soups, macaroni and cheese, 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. Vegan burgers are allowed to be sold but will not be considered for judging.
- 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.
- Over the years there have been several requests for sliders. Please consider this when planning your menu.
- **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 will 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 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.

ServSafe Certification

- All food vendors, with the exception of non-profits, are required to submit a copy of a current Servsafe certificate issued for at least one person at their stand.

_____ Your signature here confirms you have read and agree to the terms of this page.

This form only applies to people selling burgers

BEST BURGER CONTESTS – 2023

Please check which contest 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.

“Newbie Award” (FIRST-TIME attendees only)– This award will be given to a new burger vendor who has never participated in the festival in prior years. Are you a first-time attendee?

Yes, I would like my burger to be judged

No, I am not interested in participating

Best Burger Award (RETURNING vendors only)

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.

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

No, I am not interested in participating

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

Licensed Restaurants /Caterers

Non-Profit Organizations

Concession Trailers

Please note that these contests will be judged by a panel of judges. 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.

Name of Business/Organization: _____

Contact Person: _____

Contact Phone #: _____ Contact email: _____

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

___ **Complete** application packet, with all signatures as required. Please make copies for yourself so you have the guidelines!

___ Required payment – checks payable to “Taste of Hamburg-er” or on-line payment

___ A copy of your current Serv-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 an additional insured** (does not apply to artisans/crafters & direct sales consultants)

If your insurance company is sending the certificates to us directly, they shall be mailed to 320 State Street, Hamburg, PA 19526 or emailed to tasteofhamburger@gmail.com

___ A Best Burger contest registration form (This is an optional item for vendors selling burgers)

Completed applications shall be returned to Our Town Foundation, 320 State Street, Hamburg, PA 19526 or via email to tasteofhamburger@gmail.com

Any questions, call 610-562-3106.