



# WATERFIRE SHARON, PA

## Food Vendor Application & Guidelines for 2018

July 21<sup>th</sup>, August 18<sup>th</sup> and September 22<sup>nd</sup>

**Contact Name**

(Last) \_\_\_\_\_ (First) \_\_\_\_\_

**Name of Organization or Business** \_\_\_\_\_

**Phone** (\_\_\_\_) \_\_\_\_\_ **Cell** (\_\_\_\_) \_\_\_\_\_

**E-mail** \_\_\_\_\_

**Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_ **Zip** \_\_\_\_\_

**Federal Tax ID Number** \_\_\_\_\_

**Non-Profit EIN** \_\_\_\_\_

The following food items will be sold in this vendor space. Max of 6 items (please be specific):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

**\*WaterFire Sharon will permit only items listed for sale on this application. All products must be approved. If you menu items change, please contact the food vendor coordinator.**

Additional Comments:

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## Electrical Requirements

Electrical Needs	YES	NO
110 Volt, Single phase	20 AMP	20 AMP
220 Volt, Single phase	30 AMP	30 AMP

\*WaterFire will be providing 3 wire 120 volt single phase 20 amp receptacles and 4 wire 220 volt single phase 50 amp receptacles at various locations for use by the vendors. **Hard wiring into the electrical panels is PROHIBITED per order of the City of Sharon. Anyone caught attempting to do so will be asked to leave the premises immediately and forfeit their security deposit.** Vendors are responsible to have the **correct** electrical hook up prior to arriving at the WaterFire event.

Vendors should bring at least 100 feet of cord with the appropriate male cord cap that matches either the 20 amp or 50 amp configurations mentioned above. If you are in need of any electrical receptacles/adapters, you can purchase them at Warehouse Sales.

**Warehouse Sales**

**200 W. Silver St.**

**Sharon PA, 16146**

## Non-Profit & Concession Vendors Layout

Select Type of Food Vendor: **(Please attach a photo of concession layout)**

**Trailer:**

Front Footage\_\_\_\_\_

Depth\_\_\_\_\_

Other\_\_\_\_\_

**Food Truck:**

Front Footage\_\_\_\_\_

Depth\_\_\_\_\_

Other\_\_\_\_\_

**Tent-Based Vendor:**

10x10 Tent \_\_\_\_\_

10x20 Tent \_\_\_\_\_

Other \_\_\_\_\_ (please indicate size)

## **Non-Profit & Concession Fees Structure**

**\*If you plan on bringing an extra storage truck or other trailers that will be onsite all day, please include in your fee.**

**We had a number of vendors cancel at the last minute in 2017, resulting in complaints from our guests due to a lack of food choices.**

**To improve the experience of our guest and for the safety of our WaterFire Sharon PA team, payment in full will be required by the first (1<sup>st</sup>) of each month...July 1<sup>st</sup>, August 1<sup>st</sup> & September 1<sup>st</sup>.**

**Fees are NON-REFUNDABLE.**

**July 21<sup>th</sup>**

Rental Space (front footage 15ft) \_\_\_\_\_ x \$300.00 = \_\_\_\_\_

Extra Storage (front footage 15ft) \_\_\_\_\_ x \$50.00 = \_\_\_\_\_

Rental Space Non-Profit (front footage 10ft) \_\_\_\_\_ x \$150.00 = \_\_\_\_\_

Electricity (individual spaces needed) \_\_\_\_\_ x \$50.00 = \_\_\_\_\_

Total for July \_\_\_\_\_

**August 18<sup>th</sup>**

Rental Space (front footage 15ft) \_\_\_\_\_ x \$300.00 = \_\_\_\_\_

Extra Storage (front footage 15ft) \_\_\_\_\_ x \$50.00 = \_\_\_\_\_

Rental Space Non-Profit (front footage 10ft) \_\_\_\_\_ x \$150.00 = \_\_\_\_\_

Electricity (individual spaces needed) \_\_\_\_\_ x \$50.00 = \_\_\_\_\_

Total for August \_\_\_\_\_

**September 22<sup>nd</sup>**

Rental Space (front footage 15ft) \_\_\_\_\_ x \$300.00 = \_\_\_\_\_

Extra Storage (front footage 15ft) \_\_\_\_\_ x \$50.00 = \_\_\_\_\_

Rental Space Non-Profit (front footage 10ft) \_\_\_\_\_ x \$150.00 = \_\_\_\_\_

Electricity (individual spaces needed) \_\_\_\_\_ x \$50.00 = \_\_\_\_\_

Total for September \_\_\_\_\_

**Total for Events** \_\_\_\_\_

Please send completed applications to:

**WaterFire Sharon**

**c/o Shenango Valley Foundation**

**7 West State St. Suite 301**

**Sharon, PA 16146**

By signing below, you fully understand and accept the terms and conditions listed on the following page.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# WaterFire Sharon, PA

Welcome to WaterFire Sharon, PA! We are pleased that you are interested in becoming a part of our events. We sincerely hope you enjoy your experience while providing our thousands of guests with a variety of delicious food options.

Our food court for 2018 will be in the parking lot between Railroad and Chestnut St.

All food vendors wishing to apply to WaterFire Sharon must submit the attached application. Vendors must indicate on the application the food and drink to be sold. No food vendor will be permitted to deviate from the sale of the type of food and drinks listed on the application without the prior approval of WaterFire Sharon.

No vendor will have exclusivity; competing vendor products will be permitted up to two per type (excluding sides and drinks). WaterFire Sharon will not place vendors with identical product types within two spaces.

Applications will be approved on a first-come, first-serve basis. Electricity availability is limited and spots will be filled as applications are received. WaterFire is not responsible for overnight electricity. Vendors applying after the deadline will be accepted if space is available and if food being vended is not already represented. Vending locations will be assigned once full deposit and insurance certificate is received.

## Restrictions and Covenants

**A security deposit of \$50.00 is required at the time application is submitted for consideration.** As stated previously in this contract, payment in full is required by the first (1st) of the month for each event...July 1st, August 1st and September 1st. Security deposits will be returned after the September event once WaterFire team members and the City of Sharon have inspected the vending area for cleanliness and damage.

- All vendor booths must submit to a safety inspection during event hours. Vendors must abide by the Department of Health Food Safety regulations.
- Menu items will be restricted to approved items. If we find unapproved items, you will be asked to immediately terminate the sales of such item. Vendors must provide their own menu, which must be affixed to the outside of the booth.
- All Vendors sales are limited to the space indicated on the application and designated by WaterFire Sharon. No sales will be permitted in any other WaterFire event location.
- WaterFire Sharon is not responsible for theft or damage that may occur during event activities. Please do not leave vending area unattended.
- WaterFire Sharon is not responsible for any spoiled food items.

- Hard wiring into the electrical panels is **PROHIBITED** by order from the City of Sharon. Any vendor caught attempting to do so will be asked to leave the premises immediately and will forfeit their security deposit.
- Trailers are not permitted to be moved until **AFTER** the tents in the food court area down. Due to the safety of our guests and tent company employees, security will ensure the non-movement of trailers this year.

**Food Vendor will provide:**

- Insurance – All food vendors must provide a certification of insurance naming WaterFire Sharon, the City of Sharon and the Community Foundation of Western PA & Eastern Ohio as additional insured in an amount no less than \$250,000 for property damages and \$1,000,000 for liability.
- A fire extinguisher at all times.
- All necessary electric hook-up cords with contracted for electricity.

**Set up and vending times – NEW**

Vending areas will be available for set-up Friday evening from 6:00PM through 9:00PM. **To help facilitate a smoother Friday night set up, vendors will be given window of time to arrive. Vendors will be contacted by the Wednesday before each event with their assigned time.**

**Our events will begin at 2 pm in 2018.** Vendors must remain open from 2:00PM through 11:00PM (if breached, security deposit may be forfeited). Vendors will be given access to WaterFire vending areas for loading and unloading. A parking area will be provided. All booths must be set-up by 1 pm. All vending areas must be vacated by 2AM Sunday.

A photo ID is required upon check in. Booth numbers and other materials will be distributed once ID is provided. Please locate your booth area as safely as possible. Once you have unloaded you must move your vehicle to the designated parking lot and the set-up at your leisure.

**Contact information:**

The best form of correspondence is email. Emails will be answered within 24 hours.

Karen Anderson, Land Operations Manager – [kanderson@waterfiresharonpa.org](mailto:kanderson@waterfiresharonpa.org)

Alexis Anderson – Food Vendor Coordinator – [foodinfo@waterfiresharonpa.org](mailto:foodinfo@waterfiresharonpa.org)

Phone number 724-301-1868 – please leave a message and you will receive a call back within 48 hours.

