

Scottdale Fall Festival - Vendor Application

September 15, 16, 17, 2017

Vendor Information: (All Vendors)

Vendor / Organization Name: _____	Contact Phone #: _____
Vendor Contact Name: _____	Contact Mobile Phone #: _____
Mailing Address 1: _____	Is texting permissible?: Yes No
Mailing City, State Zip: _____	Contact Email Address: _____
Physical Address 1: _____	Vendor Website: _____
Physical City, State Zip: _____	Vendor Facebook Page: _____
Vendor Type: _____	(Business, Food-Profit, Food-Non-Profit, Craft, Children's)
New or Returning Vendor?: _____	PA State Sales Tax ID #: _____

Vendor Guide Receipt Acknowledgment: (All Vendors)

Before proceeding, please download from the website, carefully read, review, and be aware of all stipulations and requirements stated within our Vendor Guide. Each vendor, by signing and submitting this application, is agreeing that their organization is aware of and in agreement with all terms stated within the guide and is accountable for adhering to them, if their application is approved. It is the vendor's responsibility to retrieve or request this Vendor Guide prior to signing, below.

Signature: _____ Date of Acknowledgment: _____

Printed Name: _____

Required Attachments: (All Vendors)

The following attachments must be provided with this vendor application, based on vendor type:

Vendor Type:	Requirement:	Note or Description:	X, if attached:
Business	<ul style="list-style-type: none"> Required Insurance Evidence, as stated in guide Copy of PA State Sales Tax License 		
Food - Profit	<ul style="list-style-type: none"> Required Insurance Evidence, as stated in guide Copy of PA State Retail Food License Copy of PA State Sales Tax License 	For more information, please visit: WWW.EatSafePA.COM	
Food - Non-Profit	<ul style="list-style-type: none"> Required Insurance Evidence, as stated in guide Copy of Non-Profit Certification, such as 501(c)(3) Article Copy of PA State Retail Food License 	For more information, please visit: WWW.EatSafePA.COM	
Craft	<ul style="list-style-type: none"> Required Insurance Evidence, as stated in guide Copy of PA State Sales Tax License 		
Children's Area	<ul style="list-style-type: none"> Required Insurance Evidence, as stated in guide Copy of PA State Sales Tax License Copy of PA State Child Abuse Clearance for each person who will attend festival 	For more information, please visit: https://www.compass.state.pa.us/cwis/public/home	
<i>EXCEPTIONS: There are very few exceptions to this requirement - they can be found in the Vendor Guide, if applicable.</i>			

Vendor Pricing Information: (All Vendors)

Using the pricing guide shown, based on your vendor type, please request your menu items, below.

Premium Vendor Products		
 Bingo Card Promotion	\$50	Pricing is per vendor, for 1 booth We will promote a free contest for all kids under the age of 18 to collect stamps on a bingo card from participating vendors. If the participant can collect all stamps and return their full card to the information desk, he/she will be entered into a prize drawing.
Program Guide Promotion	10% off	10% off the price of any program guide purchase. Vendors may take 10% off any program guide purchase, if placed at the time of their vendor application submission.

Program Guide Note: Program Guide purchases must be made by August 1, 2017. No additions can be made, after that time.

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Vendor Type	10 x 10 Space Rental * (per Space)	Additional Food Item ** (Per Item)	10 x 10 Booth Rental (per Booth)	Clean Up Refundable Deposit	Electricity Fee	Additional Front Footage *** (per Linear Foot)	Premium Space Upgrade
Business Promotion	\$250	N/A	\$100	\$100	\$10	\$30 - per	N/A
Food - For Profit	\$400	\$100 - per	\$100	\$300	\$35	\$30 - per	N/A
Food - Non-Profit	\$200	\$100 - per	\$100	\$300	\$35	\$30 - per	N/A
Craft	\$90	N/A	\$100	\$100	\$10	\$30 - per	\$100
Children's Area	\$90	N/A	\$100	\$100	\$10	\$30 - per	N/A

IMPORTANT TO KNOW:

*	Food Booth Rental includes 3 food offerings; additional food items can be requested at the prices noted. All food items must be approved on the application to qualify.
**	Beverages are exempt from this pricing and are not exclusive items
***	In order to qualify for additional frontage, booth space must be consecutive. If booth spaces are not consecutive, full booth price is required for each non-consecutive booth location.

Vendor Application Information: (All Vendors)

Requested Item/s:	Quantity Requested:	Cost Per Qty:	Total Due:	Notes/Comments:
10 x 10 Rental Space/s:				
Additional Food Item/s:				
10 x 10 Booth Rental:				Please note here if planning to use your own booth.
Clean Up Security Deposit:				
Electricity Fee:				
Additional Front Footage:				
Limited Space Area:				
Premium Space Upgrade:				
Misc. Other Request/Charge:				
Promotional Items:				
Program Guide Advertising:				
Bingo Card Inclusion:				
Total Due:				<i>Make checks payable to Scottsdale Fall Festival.</i>

Electricity Requirements: (Food Vendors Only)

Maximum electric to be used, per vendor, is 30 amps, due to grounds' limitations. Please describe your electric usage, below. For each item indicated, please denote number tht you will use as part of your booth setup.

Electrical Needs:	Amount:	Item:	Number:	Item:	Number:	Comment, if other:
Volt:		Roasters:		Freezers:		
Amps:		Waffle Irons:		Deep Fryers:		
Don't forget that grease mats or tar paper are required - your deposit is at stake!		Coffee Pots:		Electric Skillets:		
		Refrigerators:		Other:		

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Vendor Payment & Submission Checklist: (All Vendors)

- Based on the fees stated above, please ensure that the following items are included with your application.
- Please make sure that your application is submitted on the timeline outlined within the Vendor Guide.
- Please remember that 2 separate checks are required - 1 for the festival fees and 1 for the security deposit. The security deposit will only be cashed if it is forfeited, per the guidelines noted in the Vendor Guide.
- If checklist item is not applicable for your vendor type, please denote 'N/A'.

Vendor Section:			SFF Office Use Only:		
Checklist Item Description:	Comment - Include Check # and Amount for Payments	X' if complete:	Received or Outstanding? Date Rec'd	Complete? If not, Vendor Notified?	Approved?
Completed Application					
Vendor Guide Acknowledgment Signature					
Check for Festival Fees					
Check for Security Deposit					
Craft Item Pictures					
Booth Picture (Required if using own booth, not renting from SFF)					
Required Insurance Evidence					
Copy of PA State Sales Tax License or Non-Profit Certification, such as 501(c)(3) Article	If applicable				
Copy of PA State Retail Food License					
PA State Child Abuse Clearance/s	If applicable				

Vendor Application Submission Instructions: (All Vendors)

- Please submit this completed application and all attachments to Janeen Osselborn either electronically at sffcrafts@gmail.com or via mail at 1000 Arthur Avenue, Scottdale, PA 15683.
- Checks must be mailed to this address. Make checks payable to **Scottdale Fall Festival**.
- Questions should be directed to sffcrafts@gmail.com - prompt responses will be provided. You may also text or call at 724.689.5313, during normal business hours.

Scottdale Fall Festival Acceptance Notification: (SFF to complete - this is the application certification)

Once your application has been received and reviewed, you will receive it back with the section below completed. If you receive a conditional approval or if your application has been fully or partially denied, you will receive an email and phone call to alert you of the issue. If you do not take action by the date stated, your application will be removed from consideration. It is critical that you provide accurate contact information, that you be responsive to our messages, and actively pursue a full approval.

Attention Vendor:	Check One:	Application Status:	Status Notes:
The following is your certification of acceptance and status. Please review the item section, above, for individual item approvals.		ACCEPTED AS COMPLETE	If accepted as complete, no further actions are required.
		CONDITIONALLY ACCEPTED	Please see conditions and due dates, below.
		DENIED	Please review denial statement, below.
Approval Conditions:	Due Date:	Comments or Notes:	
Denial Note:			
For additional assistance - please reach out to Janeen Osselborn at sffcrafts@gmail.com or at 724.689.5313			