41 Main Street • P.O. Box 376
Oil City, Pennsylvania 16301
Phone: 814·676·8521
Fax: 814·676·8185
chamber@venangochamber.org
www.venangochamber.org

Welcome to the 2013 Oil Heritage Festival!

Thursday, July 25 - Sunday, July 28, 2013

April 1, 2013

Dear Festival Food Vendors,

We are gearing up for another exciting **Oil Heritage Festival** and we wish to provide you with an application for participation. Many outstanding concerts and activities have been planned for Justus Park, the area in which our food vendors set up for the festival.

All festival food vendors, **profit or non-profit**, may conduct business during our outdoor festival events in Justus Park during Friday and Saturday of the festival. Entertainment in Justus Park will be held 6 – 10PM but vendors are welcome to sell all day.

In order to best benefit each participation vendor, it is our desire not to have a lot of overlap in terms of what vendors are selling. Vendor selection will primarily be determined by the nature of food being sold and by when we receive your application, with a preference given to accommodating local vendors. We reserve the right to deny any given application. We have extended the vending invitation to Venango Chamber members first. The following menu items are already filled and we will not accept application that duplicates these items.

- Hot Sausage
- Gyro
- Philly Cheese Steak
- Hamburgers
- Hot dogs
- French Fries
- Funnel Cakes
- Fruit Smoothies
- Lemonade
-

To celebrate our ethnic “HERITAGE” part of the Oil HERITAGE FESTIVAL, we are looking for vendors who are selling authentic Polish, German, Irish, Italian, and French food. If you know of good quality vendors selling those types of food, please contact us with their mailing information.

The deadline for returning your application and payment is May 30, 2013.

Please carefully review our vendor guidelines and prices before completing and returning the enclosed application. All food items you wish to sell must be listed on the Food Vendor Items sheet. If you would like first consideration in future years, please consider chamber membership.

If you have any questions, please call the Venango Area Chamber of Commerce at (814) 676-8521.

Sincerely,

Susan R. Williams
Executive Director

Enclosures

2013 OIL HERITAGE FESTIVAL

FOOD VENDOR RULES & GUIDELINES

Friday, July 26 - Saturday, July 27, 2013

The 35th Annual Oil Heritage Festival is rapidly approaching and we welcome your participation.

The total number of vendor spaces is limited and space will be assigned on a "first-come, first-serve" basis. *All applications should be returned on or before May 30th with a copy of your insurance.* ***Your application does not reserve your space.*** *The Chamber must receive a* ***full payment*** *with your application to reserve your space.*

In compliance with the local fire codes, you must comply with the following rules:

- No open flames will be permitted in tents, including, but not limited to charcoal, wood, propane, or gasoline stoves. Cooking with open fires must be conducted behind the tent.
- All tents or other structures used for cooking require you to have ABC-type extinguishers.
- All tents used for cooking should be made of fire-retardant materials and sprayed to retain retardant quality.
- Storage (boxes, etc.) must be either in the tent or behind it; no storage will be permitted beside the tent.
- Stakes used to anchor tents must be taped or barricaded off between tents.

In addition:

- The spaces may be reserved in two different sizes; **12' x 12'** or **Larger than 12' x 12'**. Trailers over 12' in length must be parked with the narrow side toward the front. Vendors with trailers must deliver the trailer **before 4:30 p.m. on Thursday, July 25, 2013.** All vendors must remain on site until after the festival finale on Saturday, July 27th.
- Each vendor will receive one (1) 110-volt hook-up. Vendors requiring 220-volt service will pay an additional **$25.00** for hook up. **ALL EXTENSION CORDS MUST BE THOSE WITH GROUND! This rule MUST be followed or City Maintenance will disconnect you!**
- All vendors must display their Pennsylvania Sales Tax license in a prominent location. The Oil Heritage Festival Committee and the Venango Area Chamber of Commerce do not assume responsibility for vendors failing to obey Pennsylvania laws and regulations governing sales.
- No pets are permitted in Justus Park.
- Vendors are responsible for their own garbage clean-up.
- If there is rain or heavy storming, we will cancel the outdoor concerts.
- All vendors must carry liability insurance and enclose a copy of their certificate of insurance with this application.
- Your payment reserves your space, not your application.
- Please return the Food Vendor Application and the Food Vendor Items with non-refundable deposit to the Venango Area Chamber of Commerce, P.O. Box 376, Oil City, PA 16301.

2013 OIL HERITAGE FESTIVAL
JUSTUS PARK FOOD VENDOR APPLICATION

Friday, July 26 - Saturday, July 27, 2013

BUSINESS NAME: _____

CONTACT: _____

ADDRESS: _____

CITY: _____STATE: _____ZIP: _____

PHONE: _____E-MAIL: _____

PA SALES TAX ID#: _____VEHICLE LICENSE #: _____

Indicate number of spaces you need: _____

Please indicate the width of the side you serve out of (REQUIRED): _____

FOR PROFIT FOOD VENDOR		
Please (✓) the box that applies to you		
	FEE: 12 x 12 FT SPACE	FEE: LARGER THAN 12 x 12 FT
Chamber Member	☐ $ 130	☐ $ 190
Non-Member	☐ $ 220	☐ $ 280
Electric	110 ☐$ FREE 220 ☐$ 25	110 ☐$ FREE 220 ☐$ 25

NON-PROFIT FOOD VENDOR		
Please (✓) the box(es) that apply to you		
	FEE: 12 x 12 FT SPACE	FEE: LARGER THAN 12 x 12 FT
Chamber Member	☐ $ 70	☐ $ 130
Non-Member	☐ $ 160	☐ $ 200
Electric	110 ☐$ FREE 220 ☐$ 25	110 ☐$ FREE 220 ☐$ 25
TOTAL REGISTRATION FEE & $100 DEPOSIT TOTAL: $_____		
NON - MEMBERS ARE REQUIRED TO ENCLOSE A $100 DEPOSIT THAT WILL BE RETURNED TO EACH VENDOR WHO HAS COMPLIED WITH THE TERMS OF THIS SHOW.		
REFUND WILL BE IN CASH SATURDAY NIGHT.		

APPLICATION PROCESS

All food vendor applications must include:

- Complete list of items to be sold
- A photo of your booth set-up *(only if you are a new food vendor)*
- Payment must be enclosed with application

Mail completed application to:
Venango Area Chamber of Commerce
P.O. Box 376
Oil City, PA 16301

Checks can be made payable to: VACC
Please mark: "OHF Food Vendor" in Memo

Application Deadline:
May 30, 2013

I hereby agree by the rules set forth on the enclosed information sheet. I understand that, if I fail to comply with the rules of the festival, I may be asked to leave and that booth space is non-refundable. I understand that, if my vehicle is parked illegally or if I fail to display my Vendor Parking placard in my vehicle, my vehicle may be ticketed and/or towed. I hereby relieve the Venango Area Chamber of Commerce and its agents and/or the City of Oil City from any responsibility for damage, theft, or injury to myself, my agents, or property during the Oil Heritage Festival.

I have completed the reverse side of this form.

Signature: _____

Date: ____/____/____

All applications should be returned on or before May30th with a copy of your insurance. ***Your application does not reserve your space.*** *The Chamber must receive a* ***full payment*** *with your application to reserve your space.*

FOR OFFICE USE ONLY:

DATE RECEIVED: _____/_____/_____ CHECK #: _____ AMOUNT: $_____

2013 OIL HERITAGE FESTIVAL

FOOD ITEM DESCRIPTION

Friday July 26 – Saturday July 27, 2013

In an effort to offer festival goers a variety of eating options and also insure food vendors the best opportunity for sales, we will try to limit the number of vendors selling 'like' items. We may ask you not to sell specific items if at least two other vendors will be offering the same item.

Please list **ALL** the items you plan to sell during the 2013 Oil Heritage Festival. If you are caught selling an item you do not have listed on this sheet, we may ask you to not sell that item.

Vendor Name: _____ Contact Person: _____

Item	Description