



41 Main Street • P.O. Box 376
Oil City, Pennsylvania 16301
Phone: 814-676-8521
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www.venangochamber.org

Welcome to the 2010 Oil Heritage Festival!

Thursday, July 22 - Sunday, July 25, 2010

February 1, 2010

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 through-out the 4-day festival during both daytime and evening hours. The hours of operation for each day are noon until 10pm.

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.

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 March 31, 2010.

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

Sincerely,

A handwritten signature in cursive script that reads "Susan R. Williams".

Susan R. Williams
Executive Director

Enclosures



2010 OIL HERITAGE FESTIVAL

FOOD VENDOR RULES & GUIDELINES

Thursday, July 22 - Sunday, July 25, 2010

The 32nd 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. ****NEW THIS YEAR**** All applications should be returned on or before March 31th with a copy of your insurance. **Your application does not reserve your space.** The Chamber must receive a **non-refundable deposit** (which is 50% of your total registration fee) with your application to reserve your space. The remaining half of the registration fee must be paid in full by May 1st. If we do not receive your remaining half by May 1st, you will lose your non-refundable deposit and your space will be given to another vendor.

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 requires 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 Wednesday, July 21, 2010**...the day prior to the kick-off of the festival. All trailers must remain on site until after the festival finale on Sunday, July 25.
- 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.



2010 OIL HERITAGE FESTIVAL JUSTUS PARK FOOD VENDOR APPLICATION

Thursday, July 22 - Sunday, July 25, 2010

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): _____

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:

March 31, 2010

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	<input type="checkbox"/> \$ 65/day - \$260	<input type="checkbox"/> \$ 95/day - \$380
Non-Member	<input type="checkbox"/> \$ 110/day - \$440	<input type="checkbox"/> \$ 140/day - \$560
Electric	110 <input type="checkbox"/> \$ FREE 220 <input type="checkbox"/> \$ 25	110 <input type="checkbox"/> \$ FREE 220 <input type="checkbox"/> \$ 25
TOTAL REGISTRATION FEE: \$ _____		
NON-REFUNDABLE DEPOSIT (1/2 OF TOTAL REGISTRATION FEE): \$ _____		

NON-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	<input type="checkbox"/> \$ 35/day - \$140	<input type="checkbox"/> \$ 65/day - \$260
Non-Member	<input type="checkbox"/> \$ 80/day - \$320	<input type="checkbox"/> \$ 100/day - \$400
Electric	110 <input type="checkbox"/> \$ FREE 220 <input type="checkbox"/> \$ 25	110 <input type="checkbox"/> \$ FREE 220 <input type="checkbox"/> \$ 25
TOTAL REGISTRATION FEE: \$ _____		
NON-REFUNDABLE DEPOSIT (1/2 OF TOTAL REGISTRATION FEE): \$ _____		

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: ____/____/____

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FOR OFFICE USE ONLY:

DATE RECEIVED: ____/____/____

CHECK #: _____

AMOUNT: \$ _____

