



General Information: The 2017 Streat Food Festival is taking place on Saturday, May 6th at 1 Maynard Street from 10am to 8pm.

Space Assignments: Booth locations will be determined a month prior to the festival once all accepted applications are processed. Considerations will be based on competing food categories and time of submission of application.

Permits: It is the vendor's responsibility to acquire all needed city and state permits for onsite activation. It is required that all food vendor's submit proof of liability insurance naming Bayard Printing and the City of Williamsport as additional insured for the day of the event/property. The Streat Food Festival will do its best to aid in this process.

Menu: Every truck must serve at least one "taste" sampler item for the 100 VIP guests. These guests will be delineated with a separate colored wristband. Your "taste" item must be a "Taste-size" portion of one item that you are serving at the event. Food truck/ vendors may sell soft drinks and water. There will be beer sampling through the Billtown Brewers Guild.

Ground Surface and Weather: The Streat Food Festival is an outdoor event with some locations on concrete or grass. There can sometimes be locations that are not level. Please be sure to bring truck levels and indicate whether your on-site activation has specific needs in this case. Regardless of ground surface, we do require that all tents have 25lb weight on each leg for safety in windy weather. The Streat Food Festival will take place rain or shine, please be prepared for all kinds of weather.

Available Resources: Food trucks and vendors must be able to operate independently of any provided resources at this event location including water, electric, etc. Food trucks and vendors are to provide their own products, personnel, signage, décor, and any pop-up tents.

Set-up/ Teardown: Once you are parked, at your designated location, you will not be able to move until the completion of the event. Truck/vendors who are unable to reach the event by set-up time on the event day may not be permitted to participate in the event. Any requests for special provisions regarding this policy may be received by Jessie Novinger *two weeks prior* to the event. Exhibitors should arrive for set-up between 7am- 8:30am on Saturday, May 6th and must be prepared for patrons by 10am

when event begins. There will be no teardown prior to 8pm. Trucks/vendors will be released for departure no sooner than 30 minutes after the conclusion of the event.

Trash/ Clean-up: The trash containers provided throughout the event space are for the attendees, do not stuff those containers with any large items. Use discarded boxes to store trash until the event is over, if necessary. All participants are responsible for clean-up of their space and immediate surrounding area of said space. All cardboard must be broken down neatly and flattened. Any oil and/or grease must be disposed of properly at an off-site facility. Any water or liquid must be disposed of properly into a designated drain. Do not dump ANYTHING where you are parked.

Payment: Exhibitor payments must be received with the application. All checks can be made payable to The City of Williamsport (Street Food Festival in memo line). **Must be received by April 7, 2017.** You can mail the check to:

City of Williamsport, Recreation Dept.
Jessie D. Novinger
245 West Forth Street
Williamsport, PA 17701

Food and non-food vendors have 15 days from the submission of application to cancel and receive a full refund of your festival vendor fee. Cancellation after the 15 day period will forfeit 100% of your application fees.

Any additional questions, please contact Jessie D. Novinger at recreation@cityofwilliamsport.org

Thanks for your time to read this and look forward to working with you at our festival this Spring!

Sincerely,

Director of Recreation & Special Events
City of Williamsport

Registration Checklist

- Acquire all needed city and state permits for on-site activation
- Obtain proof of insurance
- Mail in completed application
- Make payment

Everything must be received by April 7,2017



Saturday, May 6th 2017
1 Maynard Street
10am-8pm

Exhibitor Application



CONTACT INFORMATION

Company _____ Contact Person _____
Mailing Address _____
City _____ State _____ Zip _____
Phone Number _____ Fax Number _____
Email _____ Business License # _____
Description of Product _____

TELL US ABOUT YOURSELF

Food Truck **Trailer** **Booth** **Non-Food**

TRUCK/CART DIMENSIONS

Height: _____ **Width:** _____ **Length:** _____

Number of People (Employees/Workers/Volunteers) with your truck/cart: _____

The cost for each food truck for the day:

- SRVMFA* Member
- Non-Members (requesting \$25-\$50 donation for 50/50 raffle)
- New SRVMFA* Member & Event \$100 (Event no charge)
- Non-Food Vendors (10×10 space) (requesting \$10 donation for 50/50 raffle)



*Susquehanna River Valley Mobile Food Alliance



T-SHIRTS: \$10/ea (optional)

Shirt Size: *(Please circle and list quantity per size)*

S ___ M ___ L ___ XL ___ 2XL ___ 3XL ___ 4XL ___

Total Quantity of shirts: _____

PAYMENT

What is your booth donation(s)? _____

What is your t-shirt fee(s)? _____

Final Payment Amount: _____

Please complete and return this application, proof of insurance, and payment to:
Must be received by April 7th 2017.

City of Williamsport, Recreation Dept.
Jessie Novinger
245 West Fourth Street
Williamsport, PA 17701



Any questions, please feel free to email Jessie at recreation@cityofwilliamsport.org



WE WANT TO PROMOTE YOU

Website: _____

Twitter Handle: _____

Link to Facebook Page: _____

PROMOTE YOUR INVOLVMENT. The STRE^{EAT} FOOD FESTIVAL works to provide you a well-organized, promoted and advertised festival, but we can't do it alone. SHARE your participation with your loyal followers and fans, so they can catch your great food at this year's festival.



AGREEMENT TO TERMS

By signing below I have agreed to all specified terms in the exhibitor application package. Payment in full for exhibiting will also signify an agreement to terms.

Signature _____ Date: _____