



42nd
Annual

Ellwood City Festival 2024

Fri June 28
Sat June 29
Sun June 30

PO Box 176, Ellwood City, PA 16117-0176

ellwoodfestival@gmail.com

<http://www.ellwood-city-festival.net>

General Chair: Raylene Boots 724-971-7784

Food Co-Chair: Gabby Gretch 724-614-3976; Alice Gretch 724-333-6027

BOOTH #

FOR OFFICE USE ONLY

DATE _____
CHECK _____
SPACES _____

2024 Food Vendor Registration Form

1. A limited number of food trucks/trailers may be accepted. Please email the Festival if you are a food truck/trailer and interested in participating.
2. All spaces are marked in 15' x 15' sections. This allows for a 10' x 10' tent with area surrounding it for display. If you have a larger tent or more space is needed, please request and pay for 2 spaces.
3. ALL food vendors are required to remain open all 3 days, rain or shine. Festival hours are Friday June 28, 2024 & Saturday June 29, 2024, 11am – 10pm and Sunday June 30, 2024, 11am – 9:30pm. Breakdown can begin no earlier than 8pm Sunday. **Sunday: you may open early for the 10 am church service.**
4. Set up day is Thursday June 27, 2024, 8am - 8pm. You must check in at the Red/white/blue booth for information packet, booth number & parking pass. Driving is prohibited on the park grounds. You must unload around the perimeter of the park. Tear down is between Sunday evening, June 30, 2024 after 8 pm and Monday, July 1, 2024 prior to 12 noon.
5. One complimentary parking pass is included per vendor application; this pass is for EITHER Riverside drive or LONG-TERM parking. If more than one pass is required, additional passes may be purchased.
6. Applications are due by May 1, 2024. Payment is required with application. Participants will be charged a \$600.00 fee, per space, if you have a space any covered shelter area. If the application is received after May 15, 2024, a late fee may be assessed.
7. All entries NOT in a covered shelter area BUT WITH ELECTRIC MUST be received by May 1, 2024 and participants will be charged a fee of \$350.00. If the application is received after May 1, 2024, a late fee may be assessed. We will do our best to place you in the same spot as last year.
8. OPTIONAL: Bales of straw can be purchased ahead of time at \$10.00 each.
9. All food sales must be within the area of your booth, not outside of the booth.
10. Prices for all foods must be posted clearly and conveniently.
11. **Signage above the booth must be limited to no more than 12 feet above the ground.**
12. The name of the non-profit organization your booth is benefiting must also be posted clearly.
13. Food items offered by vendors may be limited to avoid excessive duplication. These will be dealt with on a case-by-case basis, and if a vendor is denied the opportunity to sell a certain item, the vendor will be notified in a timely manner and if the vendor wishes to withdraw, the fee will be promptly refunded.
14. All food regulations as published on the website apply. Your booth will be inspected by the Ellwood City Health Officer and Food Co-Chair prior to opening on Friday June 28, 2024.
15. Fire extinguishers and garbage bags must be provided at your expense.
16. Sales from vans or concession-type trailers are permitted only with special prior permission (these numbers are limited).
17. Absolutely no refunds after May 31, 2024. Refund requests must be submitted in writing to the General Chair.
18. The food co-chairs will notify applicants of approval/denial via phone or email within 2 weeks of receiving application, insurance policy, ServSafe certification & payment. If denied, a refund will be issued promptly.
19. Donation policies:
 - a. ALL food vendors **MUST** have their donation to their non-profit BEFORE August 1, 2024.
 - b. All non-profit organizations **WILL BE** called August 1, 2024 by the General Chair or the Food Co-Chairs.
 - c. If your non-profit has **NOT** received your donation by August 1, 2024, you will NOT be permitted back to the Ellwood City Festival.
20. NOTE: We have created a running list of food vendors, their non-profits, and their contact information, and keep in contact with non-profits. We will continue to do so for Festival 2024 and beyond. Please keep an organized copy of your non-profit name, contact information, and check/number.

Please read all rules PRIOR to submitting the application!

2024 FEES

15' x 15' space w/110-volt electric and 1 parking pass @ \$350.00 for all 3 days

15' x 15' space in shelters w/electric and 1 parking pass @ \$600.00 for all 3 days

Straw bales @ \$10.00 each

Motor home/travel trailer accommodations @ \$100.00 for all 3 days. (There are limited spaces & they are first come/first served.)

Any applications/payments received after the May 1 2024 deadline may be assessed a late fee.

DATE _____

NAME OF NON-PROFIT (NO BUSINESS NAMES PLEASE) _____

CONTACT PERSON _____

ADDRESS _____

EMAIL ADDRESS _____

PA STATE SALES TAX NUMBER _____

CONTACT PERSON HOME PHONE _____ CELL PHONE _____

WEBSITE URL _____

SOCIAL MEDIA SITES _____

FOOD VENDORS ARE LIMITED TO 6 ITEMS PER BOOTH: (1) _____ (2) _____
(3) _____ (4) _____ (5) _____ (6) _____

APPLIANCES YOU WILL USE: HOT OIL FRYERS? _____
REFRIGERATOR _____ FREEZER? _____ HEAT LAMPS? _____ RANGE HOOD?
_____ INSTALLED HVAC SYSTEM? _____ LIGHTED DISPLAY CASES? _____

POWER HOOKUPS REQUIRED: 1 line of 120V 20 AMP? _____ 1 line of 120V 30 AMP?
_____ 1 line 220V 30 AMP? _____ 1 line 220V 50 AMP? _____
(To help defray the cost of electric, an additional \$40 charge will be assessed for refrigeration trucks.)

If you are a non-profit and do not prepare and sell your own food, indicate the name and phone number of the business below:

2023 PARTICIPANT? YES _____ NO _____ IF YES: BOOTH NUMBER? _____

DO YOU WANT THE SAME LOCATION? _____ NUMBER OF YRS PARTICIPATED? _____

** No prior booth location is guaranteed or promised **

