

# VENDOR RULES & REGULATIONS

1. 10' X 10' booths will be provided.
2. Penn Township will be responsible for set up and tearing down booths.
3. Most booths have a 12" counter space board across the front of the booth.  
**Tables/chairs/extension cords will not be provided. The individual operator must furnish them.**
4. Advertising signs and displays must remain in your individual booth.
5. Unloading and moving of all equipment to individual booths is the responsibility of the vendor.
6. Vendors are responsible for keeping the area surrounding their booth neat and clean during the event and when exiting the event.
7. **Overnight security will be provided Friday and Saturday..**
8. **All booths must remain open during the event hours specified on September 15<sup>th</sup>, 16<sup>th</sup> and 17<sup>th</sup>!**
9. All booths will have lighting provided by the Event Staff
10. Penn Township will provide 110/20 electric service power lines in 3 areas behind booth space. You must bring extension cords to access those points to bring power to your booth. 1 cord per booth. Please make sure your personal electrical equipment is serviced prior to the event.
11. Event will be held rain or shine.
12. Menus and prices must be prominently displayed on your booth for customers to see.
13. Dumpsters and garbage cans will be conveniently located in the food area.
14. **Supplies and materials can be unloaded beginning Friday, September 15<sup>th</sup> at 11:00 a.m. until 3:30 p.m. Friday, and prior to and after operating hours. All vehicles need to be removed from vendor area an hour before opening on Saturday and Sunday. Opening times are 12pm**
15. Booths may be inspected by the Pa State Department of Health. If your booth fails inspections, it will be shut down.
16. All food vendors are required to use utensils and wear gloves when handling food at the event.
17. Alcohol is not permitted on park grounds.
18. **PLEASE DO NOT DUMP GREASE ONTO THE GROUND.** All grease and leftover food must be removed from the park grounds.
19. **Parking Passes will be provided the day of set-up Friday, September 15<sup>th</sup>, 2023.**
20. **Penn Township Fall Festival is a non-soliciting Festival.** All business will be done within your booth. **NO EXCEPTIONS**

