

# 39<sup>TH</sup> ANNUAL TITUSVILLE OIL FESTIVAL

Friday August 11 and Saturday August 12, 2023

## Non-Profit Food Vendor Application

Applications must be filled out entirely, including Emergency Contact Number and Vehicle License Number and State or they will be returned. For more information, call 814-827-2941. Please complete application below and return by **July 28, 2023**. Fully completed applications will be reviewed on **first-come, first served basis**. You will be notified immediately if we are unable to accommodate you.

Number of Spaces required : \_\_\_\_\_ 12'x12' x \$60 per space = \$ \_\_\_\_\_ 12'x24' x \$100 per space = \$ \_\_\_\_\_

Electricity: No \_\_\_ Yes \_\_\_ (\$25.00 additional fee for electric usage) \$ 25.00 \$ 25.00

limited spaces with availability of 20 amp-110 volt service Total: \$ \_\_\_\_\_ Total: \$ \_\_\_\_\_

List items requiring electricity: \_\_\_\_\_

Number of circuits needed for items: \_\_\_\_\_

Canopy: No \_\_\_ Yes \_\_\_ Size: \_\_\_ x \_\_\_ Trailer: No \_\_\_ Yes \_\_\_ Size: \_\_\_ x \_\_\_

Please note where customers will line up for service: \_\_\_ Driver's Side \_\_\_ Passenger's Side \_\_\_ Front \_\_\_ Back \_\_\_ Other: \_\_\_\_\_

**Note:** All food vendors must carry liability insurance and enclose a copy of their certificate of insurance with this application. The certificate holder should list the following as additional insured:

Titusville Area Chamber of Commerce, 202 W. Central Ave., Titusville, PA 16354.

Return this form with a copy of your liability insurance and your check or money order made to:

Titusville Area Chamber of Commerce, 202 W. Central Ave., Titusville, PA 16354.

Business Name: \_\_\_\_\_

Contact Person Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ Cell: (\_\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

Non-Profit Federal ID # \_\_\_\_\_

Vehicle Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_

Vehicle License Number/State: \_\_\_\_\_ Trailer Tag /State: \_\_\_\_\_

Emergency Phone # (to reach you day or night during the festival) (\_\_\_\_\_) \_\_\_\_\_

**Include description of ALL food items for sale below, on a separate sheet, or the reverse side of this page**

(The Oil Festival committee reserves the right to reject all or a portion of the food items submitted by vendors.)

**Please read and sign below where indicated:** I hereby agree to abide 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, it will be ticketed and/or towed.

I hereby release and hold harmless the Titusville Area Chamber of Commerce, the City of Titusville, the 2023 Oil Festival, all organizers and promoters of the 2023 Oil Festival from any and all liability for lost, stolen or damaged items due to my participation in the outdoor Oil Festival. As a condition of use of the facility, I agree to indemnify and hold harmless the City of Titusville, and its officials, employees and agents from and against any and all liabilities, judgments, settlements, losses, costs and charges (including attorney fees) incurred by the City of Titusville or any of its officials, employees, or agents as a result of a claim, demand, action or suit relating to any bodily injury (including death), loss or property damage caused by, arising out of, related to or associated with the use of the Property by myself or any of my members, employees, agents or invitees. I further agree to pay the City of Titusville for any and all physical loss or damage to the Property (including the cost of repair or replace the property) caused by, arising out of, relating to or associated with the use of the Property by myself or by any of my members, employees, agents or invitees.

**Anyone not complying with all rules and regulations will be prosecuted to the fullest under the law and city ordinance No. 3077**

Applicant's Name (print) \_\_\_\_\_ Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Office Use: CK/MO/CASH # \_\_\_\_\_ \$ \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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## Friday August 11 and Saturday August 12, 2023

### Festival Rules and Regulations for Non-Profit Food Vendors

#### Qualifications:

The application deadline is **July 28, 2023** or when the spaces are full.

#### Spaces:

1. Spaces available are 12'x12' and 12' x 24' and are located on pavement areas in downtown Titusville. Food vendors will be assigned a number corresponding to a space marked with that number in the designated food area of the festival layout. Space assignment will be laid out and assigned based on the Titusville Oil Festival Committee's discretion.
2. It is the vendor's responsibility to provide their own display equipment (trailer, tent, canopy, chairs, tables, etc.). Trailers, tents and canopies must be in good condition, secure, and fire-retardant materials are preferred. All trailers/tents/canopies are required to have at least a ten-pound ABC-type fire extinguisher. All poles, stakes, and ropes must be inside the assigned 12'x12' and 12'x24' areas. Food vendors using tents or canopies **MUST** be prepared to use weights instead of stakes to secure the tent/canopy due to being on pavement. If stakes are used, they must be taped or barricaded off between tents/canopies. Please bring your own equipment (extension cords, lights, hammers, tape, etc.) to set up. None will be provided for you.
3. There is a limited number of spaces with electric availability (20 amp - 110 volt only). These spaces will be assigned on a first come application basis. Food vendors may supply their own generators to use, however, food vendors are the only vendors allowed to use generators at the 2022 Oil Festival.
4. Tents and canopies used for cooking should be made of fire-retardant materials and sprayed to retain retardant quality. No open flames will be permitted in tents/canopies, including, but not limited to charcoal, wood, propane, or gasoline stoves. Cooking with open fires must be conducted behind the tent/canopy.
5. All food vendors **MUST** have posted food prices of their items displayed to customers. **No "non-food" items may be sold by food vendors of the 2023 Oil Festival.**
6. All vendors selling food items must follow the Pennsylvania Department of Agriculture food safety guidelines. Guidelines can be found on the [www.agriculture.gov](http://www.agriculture.gov) website under food safety for temporary food operations.
7. Storage (boxes, etc.) must be either in the tent/canopy/trailer or behind it. No storage will be permitted beside the enclosure. No blocking of sidewalk access allowed.
8. There is to be no dumping of batter, gray water or grease in dumpsters or on the street, grass or down city drains.
9. **No pets and/or animals are permitted in the park due to City of Titusville ordinances.**
10. No open containers of alcoholic beverages are permitted in the City of Titusville due to City ordinances.
11. No obscene items are allowed to be worn or displayed in the food vendor areas.
12. Food vendors agree to occupy their space at all times and remain open with wares to sell on days of the festival (**Friday, August 11, 2023, 5 p.m. to 9 p.m. and Saturday, August 12, 2023 10 a.m. to 8 p.m. )** The Oil Festival will be held rain or shine on the scheduled dates and no refunds will be made due to adverse weather.
13. Security is the responsibility of the vendor. Titusville Area Chamber of Commerce and/or the City of Titusville and other agents of the Oil Festival Committee shall not be responsible for any damage, theft, or injury to vendor persons or property.
14. The Titusville Chamber of Commerce Oil Festival Committee reserves the right to refuse exhibition of any item or group of items and/or refuse entrance to or evict a vendor/exhibitor for improper conduct and/or violation of these rules, with no refund. The committee also reserves the right to a minimum two-week notice of cancellation (**no later than July 28, 2023**) in writing to Titusville Area Chamber of Commerce, 202 W. Central Ave, Titusville, PA 16354 or by email to [Titusvillechamber@gmail.com](mailto:Titusvillechamber@gmail.com) in order to process refunds of festival space fees.

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**Friday August 11 and Saturday August 12, 2023**  
**Festival Rules and Regulations for Non-Profit Food Vendors**

**Set-Up:**

1. Vehicle access to the vendor areas will be limited to the times below. **Vehicles used to transport your goods need to be moved immediately after unloading and parked elsewhere.** This is a safety issue and will be enforced.

**Friday:** 12 p.m. to 3 p.m. - Oil Festival staff will be available to direct set up. Vendor spaces should be open at 5 p.m. Friday ready to sell.

2. No vehicles will be permitted in the food area at any time and only one vehicle per vendor (in addition to trailer) will be permitted in the food vendor area for unloading. Fire lanes must be open at all times. No vehicles will be permitted after this time other than designated times for restocking.

3. **Restocking times** will be: Saturday morning 7 a.m. to 9 a.m. with sales to begin by 10 a.m.

4. Vendors may leave their tents/canopies/trailers, however, it is recommended that all merchandise be removed from the display overnight. Although there will be patrols Friday night, that does not guarantee the safety of your merchandise. By leaving your merchandise in the festival's food area overnight, you agree to take full responsibility for said merchandise and release the Titusville Area Chamber of Commerce and/or the City of Titusville and other agents of the Oil Festival Committee from any and all liability for damage or theft of merchandise or other possessions left in the festival's food area.
5. Traffic and parking patterns will change to accommodate various events during the festival. It is your responsibility to be aware of traffic and parking restrictions. Illegally parked or unidentified vehicles will be ticketed once the festival has begun. At check-in vendors will be given instructions and/or maps to designated vendor parking areas.

**Tear-down:**

1. Vendors may **tear down starting at 8 p.m. on Saturday.** Absolutely no loading vehicles will be permitted on site before 8 p.m. Areas around the park will be secured to allow for on-site loading of materials at that time. **Tearing down early may lead to loss of contract for subsequent years.**
2. Vendors must take all unsold merchandise with them when they leave. Note that littering could also subject vendors to Titusville City citations.
3. No dumping of batter, gray water, or grease in dumpsters or on streets, grass or down city drains.
4. Vendors are responsible for their own garbage clean up. Dumpsters will be provided for garbage only.
5. Vendors must leave their selling spaces in the same condition that they were upon their arrival.

Any questions or concerns about the application and/or rules and regulations can be addressed to the Titusville Area Chamber of Commerce at 202 W. Central Ave, Titusville, PA 16354; 814-827-2941 or email [Titusvillepachamber@gmail.com](mailto:Titusvillepachamber@gmail.com)