



49th ANNUAL EQT WASHINGTON & GREENE COUNTIES' COVERED BRIDGE FESTIVAL

Ebenezer Covered Bridge, Mingo Creek County Park
September 21-22, 2019 • Festival Hours 10am-5pm



OVERVIEW

The Washington & Greene Counties' Covered Bridge Festival (CBF) marks the official kick-off to the area's fall festival season! Held the third weekend of September, this event takes place at eight separate covered bridge sites in Washington County and two in Greene County.

Sponsored by the Washington County Tourism Promotion Agency (WCTPA), the Ebenezer Covered Bridge location is the largest of the 10 sites, hosting more than 100 craft vendors and 20 food vendors from throughout the region. The CBF is promoted through an extensive marketing campaign including digital, newspaper, radio and television advertisements, brochures, website, social media, and direct mail to thousands of attendees. It has continued to draw record-breaking crowds, is a much anticipated event for both patrons and participants, and is distinguished as a signature arts and crafts festival in Southwestern Pennsylvania.

This application is exclusively for food and beverage (F&B) vendor participation at the Ebenezer Covered Bridge site in Mingo Creek County Park. Upon acceptance, vendors will be held to the guidelines listed in this application and the obligations set forth in the Food & Beverage Safety Certification Requirements attached hereto. Please read all details below carefully and retain a copy for your records. If you have any questions, please contact Dana Bucci at 724.225.3010, toll-free 1.866.927.4969, or dana@washcochamber.com. We greatly appreciate your interest in participating in this signature event!

FOOD & BEVERAGE VENDOR GUIDELINES & CONDITIONS

1. All menu items must be listed on the application. Written approval of menu items will be provided to accepted F&B vendors prior to the CBF. Primary items will not be duplicated, and the number of items sold by each F&B vendor is limited to three primary and three secondary food items, plus beverages. Additional charges may apply for extra menu items.
2. Only one five-amp outlet will be guaranteed; F&B vendors must supply their own equipment if additional electricity is necessary. Generators must be silent. F&B vendors will be asked to leave the CBF if found to be tampering with Mingo Park electricity.
3. F&B vendors must provide shelter for their designated space along with set-up materials (tents, tables, chairs, etc.). White tents are required of Pre-Packaged/Take-Home F&B Vendors. In the case of inclement weather, only clear plastic coverings will be permitted as part of an exhibit or shelter during public hours. Tents must be clean and secured in a proper manner to prevent any risks to CBF patrons.
4. The entire F&B vendor space must be kept clean, safe and in sanitary condition. All equipment (cooking utensils, electrical cords/outlets, grills, microwaves, trailers, etc.) must be maintained by the F&B vendor in a safe & workmanlike manner and must comply with all local, county, state and federal regulations and standards regarding the preparation, preservation and service of food & beverage, including but not limited to the PA Dept of Agriculture, health department and fire code regulations. All necessary permits and licenses are required prior to the CBF and must be posted in your booth at all times. The CBF requires a food & beverage safety certification for the vendor in charge. See the Food & Beverage Safety Certification Requirements attached hereto for additional information. Additionally, each F&B vendor is responsible for grease stain prevention & removal. A \$100.00 refundable maintenance fee is required of all "made-on-site" F&B vendors which will be refunded by September 30, 2019 if those measures are taken. All trash must be disposed of by F&B vendor in designated dumpsters.
5. The F&B vendor who is principal of the business must be present, unless written permission is granted.
6. F&B vendors must be at least 18 years of age or accompanied by an adult, and must conduct themselves at all times in a professional and courteous manner.
7. Concession stands must be open and staffed each day between 10am-5pm. Inventory must be well-stocked for anticipated attendance.
8. Applicable F&B vendors must collect a 6% PA Sales Tax (visit www.revenue.state.pa.us for details) and must remit a sales tax license number at least 30 days prior to the CBF. F&B vendors are responsible for obtaining and maintaining in full force for the duration of the CBF all necessary federal, state or municipal permits, licenses, certificates or approvals, and are responsible for proper collection and reporting of any federal, state or municipal sales or use taxes and must comply with municipal laws, ordinances and regulations.
9. F&B vendors must carry a minimum of \$300,000.00 liability insurance, naming the Washington County Tourism Promotion Agency as "Additional Insured", during September 20-22, 2019 (which includes set-up day). If those that do not currently have annual liability insurance or would prefer to purchase coverage provided by the WCTPA if eligible, please apply online at <https://securevendorinsurance.com/CoveredBridgeFestival2019>. Insurance of F&B vendor, booth and items are the sole responsibility of the F&B vendor. Proof of insurance for new F&B vendors will be due after acceptance is determined.
10. Pets and alcoholic beverages are not permitted on the CBF grounds.
11. All fees must be paid in advance. Post-dated checks are not accepted.
12. F&B Vendors found in violation of any of these guidelines or the Food & Beverage Safety Certification Requirements may be excluded or have their exhibit removed. Refunds will not be granted under such circumstances.

SPACE & PARKING ASSIGNMENTS

1. All space assignments are based on the prior year, unless layout changes occur or are otherwise requested. Ultimately, space assignments are at the discretion of the WCTPA and cannot be guaranteed.
2. Additional space may be discounted to businesses under the same name as listed on the application, with food produced solely by representatives of that business. Any booth signage should reflect same business name as listed on application.
3. Designated vendor parking is provided. Vehicles are not permitted to park near booths without prior written permission. Preferred Parking in a paved lot across the Ebenezer Covered Bridge may be purchased on a first-come, first-served basis. Only one parking permit is allotted per space and will be issued upon entry.

NOTICES

1. For returning vendors, your cancelled check may serve as notification of acceptance.
2. For new applicants, notice of acceptance will be mailed; fees will be returned to those not accepted.
3. Applications will be considered until the show is filled, however, spaces will not be saved nor assumed that any vendor is returning.
4. Space assignments will be mailed within one month of the CBF.
5. Set-up will be held September 20 and early September 21.
6. No rain date is offered. Please bring appropriate cover.

HOW TO APPLY

1. Complete, sign and date the accompanying application.
2. Please send a separate check or money order made payable to the Washington County Tourism Promotion Agency for each Space Fee, Applicable Refundable Maintenance Fee, and Optional Preferred Parking Fee. All checks returned for non-sufficient funds will be assessed a \$35.00 service fee for each check. Refunds will not be granted for any reason after August 15, 2019.
3. New applicants must submit at least three photos including shelter and food for jurying purposes (include self-addressed stamped envelope for return).
4. Mail or email above materials to the Washington County Tourism Promotion Agency, 375 Southpointe Blvd., Suite 240, Canonsburg, PA 15317 or to dana@washcochamber.com.



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FOOD & BEVERAGE VENDOR CONTACT INFORMATION

Vendor in Charge _____

Business Name _____

Mailing Address _____

Phone Numbers (H)_____ (C)_____ (W)_____

Which number may we provide to customers upon request _____

Emergency Contact Number during CBF Weekend _____

Email Address _____

Website _____

PA Sales Tax Number _____

Primary Vehicle Color, Make & Model _____

Primary Vehicle State & License Plate # _____

If returning vendor, please specify the # of years participated at the Ebenezer CBF: _____

Number of Years in Business: _____ Area where food is purchased/grown: _____

In 1-2 sentences, describe your business: _____

Other events participated in: _____

If new vendor, where did you hear about the CBF? _____

REQUESTS

- Made On-Site/Ready To Eat: \$390.00 for first 10' x 10' space; \$100.00 each additional 10' x 10' space in accordance with guidelines (*deduct \$15 if postmarked by 5/31/19*)
- Pre-Packaged/Take-Home: \$215.00 for 10' x 10' space; \$340.00 for 10' x 20' space in accordance with guidelines (*deduct \$15 if postmarked by 5/31/19*)
- Same space in 2018 as returning vendor where possible
- Pending availability, preferred area/nearby vendor _____
- Preferred Parking: \$10.00 (*optional; offered in advance on a first-come, first-served basis*)
- Electricity required *limited to one five amp outlet only; extension cords will be necessary*
- Generator Usage *must be kept silent*
- # of CBF Brochures to distribute at other events: _____ (*available in August*)

ENTRY List ALL items desired to be sold

Primary Item #1 _____

Primary Item #2 _____

Primary Item #3 _____

Secondary Item #1 _____

Secondary Item #2 _____

Secondary Item #3 _____

Beverages _____

Product Price Range \$ _____

Color/Type of Shelter _____

Shelter/Necessary Work Space Dimensions _____

ENCLOSURES

- Space Request Fee \$ _____
 - Maintenance Fee (required of all "Made On-Site/Ready to Eat" F&B Vendors) \$ _____
 - Preferred Parking Fee (optional) \$ _____
*Separate checks/money orders for all requests, please!
 - Food & Beverage Safety Certification for Vendor in Charge or IRS determination/affirmation letters from exempt F&B vendors (due by 6/30/19 from returning vendors; from new vendors upon acceptance); see attached for details
 - Certificate of Liability Insurance naming the Washington County Tourism Promotion Agency as "Additional Insured" as listed with address below (due now from returning vendors; from new vendors after acceptance)
 - All photos as requested within guidelines
- Total Amount Enclosed \$ _____
- Comments _____

PLEASE REMIT TO THE
Washington County Tourism Promotion Agency
 375 Southpointe Blvd, Suite 240
 Canonsburg, PA 15317
 dana@washcochamber.com

RELEASE & ACCEPTANCE

This application constitutes an agreement between the parties hereto & there are no other understandings, oral or written, relating to the subject matter hereof. I have reviewed the accompanying information and agree to abide by these rules and regulations. In addition, I agree to indemnify, hold harmless, and defend the Washington County Tourism Promotion Agency and its directors and officers from and against any and all liabilities, costs, losses, theft, settlements, expenses or other damages in connection with, arising from or related in any way to the EQT Washington & Greene Counties' Covered Bridge Festival, including the sale of products, services, other items or use of occupancy of assigned space, as well as any circumstance making it illegal, impossible, or impractical for the Washington County Tourism Promotion Agency to conduct the EQT Washington & Greene Counties' Covered Bridge Festival, including acts of God, war, government regulations, disaster or civil disorder.

Applicant Signature _____ Date _____

PLEASE DO NOT WRITE IN THIS AREA

Vendor _____ Ck# _____ Amt \$ _____ Mtc Ck# _____ Park Ck# _____ Amt \$ _____ Pmt _____ Ins _____ Shel _____ Sig _____ Broc _____

Assigned Space# _____ Accepted By _____ Date _____ Elec _____ Gen _____ Comments _____



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FOOD & BEVERAGE SAFETY CERTIFICATION REQUIREMENTS

The Pennsylvania Department of Agriculture Food Employee Certification Act (the "Act") requires that one (1) employee per licensed food facility obtain food safety certification from a recognized food manager certification program. The purpose of the Act is to ensure uniform safe food handling procedures in retail food facilities across the Commonwealth. The Washington County Tourism Promotion Agency (WCTPA) and the Covered Bridge Festival at the Ebenezer Bridge site (CBF) expects CBF Food & Beverage (F&B) Vendors to comply with the Act unless the F&B Vendor otherwise qualifies for an exemption as provided herein.

Requirements

Unless exempt, the Vendor in Charge of each F&B Vendor is required to complete a food safety manager certification course and provide the WCTPA with a copy of the certificate of completion in accordance with the following deadlines:

Returning F&B Vendors: certificate of completion due on or before June 30, 2019.

New F&B Applicants: certificate of completion due upon notification of acceptance to the CBF.

Each F&B Vendor is required to display the certificate of completion in a visible location in the F&B Vendor's stand throughout the duration of the CBF.

Vendor in Charge

The Vendor in Charge must be available during all operational hours of the CBF and must be the person in charge or the manager of the F&B Vendor while on the premises.

Food Safety Manager Certification Courses

A complete list of approved food safety manager certification courses can be found at:

https://www.agriculture.pa.gov/consumer_protection/FoodSafety/Retail%20Food/Pages/Food-Employee-Certification-.aspx

Exempt Vendors

F&B Vendors managed by tax-exempt organizations under Section 501(c)(3) of the Internal Revenue Code of 1986 are exempted from the provisions of the Act and from these requirements. If the F&B Vendor qualifies for exempt status, a copy of the F&B Vendor's Internal Revenue Service determination letter or affirmation letter must be submitted with the F&B Vendor's Application to the WCTPA and such exemption will be subject to the review and approval of the WCTPA. F&B Vendors selling commercially pre-packaged, non-Time/Temperature Control for Safety foods that are not ready to eat, are also exempt from these requirements upon review and approval of the WCTPA. All non-tax exempt vendors offering samples of food or beverages to patrons **MUST** comply with these requirements. For more information on Time Temperature Control for Safety Foods, visit

<https://www.fda.gov/downloads/food/guidanceregulation/retailfoodprotection/foodcode/ucm595140.pdf>.