



50th ANNUAL EQT WASHINGTON & GREENE COUNTIES' COVERED BRIDGE FESTIVAL

Ebenezer Covered Bridge, Mingo Creek County Park
September 18-19, 2021 • Festival Hours 10am-5pm



OVERVIEW

The EQT Washington & Greene Counties' Covered Bridge Festival (CBF) is on schedule to be held the third weekend of September this year at eight separate covered bridge sites in Washington County and two in Greene County. This CBF will adhere to mitigation efforts from the Centers for Disease Control and Prevention and the Pennsylvania Department of Health at the time of festival, and any further advisories will be released accordingly.

Coordinated 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, print, radio and television advertisements, brochures, website, social media, and direct mail to thousands of attendees. It draws record-breaking crowds, is a much anticipated event for both patrons and participants, and is 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, F&B vendors will be held to the guidelines listed in this application and the obligations set forth in the F&B 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 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 Safety Manager Certification for the vendor in charge. See the F&B 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, 2021 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 (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 General Liability Insurance at a minimum of \$300,000.00 and name the WCTPA as "Additional Insured" during September 17-19, 2021 (which includes set-up day). Short-term event policies are available from select agents for those that do not have annual coverage. 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 F&B Safety Certification Requirements may be asked to leave the CBF and may jeopardize its ability to participate in future WCTPA events. 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/ emailed when possible; 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 17 and early September 18.
6. A rain date is not offered. Please bring appropriate cover.

HOW TO APPLY

1. Complete, sign and date the accompanying application.
2. Applicants who do not have fees carrying over from last year must 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, 2021.
3. All applicants must, unless provided last year, submit at least three photos including shelter and food for jurying purposes (include self-addressed stamped envelope for return).
4. Mail or email all materials to the Washington County Tourism Promotion Agency, 375 Southpointe Blvd., Suite 240, Canonsburg, PA 15317 or to dana@washcochamber.com.



50th ANNUAL EQT WASHINGTON & GREENE COUNTIES' COVERED BRIDGE FESTIVAL



Ebenezer Covered Bridge, Mingo Creek County Park
September 18-19, 2021 • Festival Hours 10am-5pm

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? _____

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 Safety Manager Certification for Vendor in Charge or documentation to determine exempt status (due from new vendors upon acceptance); see attached for details

Certificate of Liability Insurance which names the Washington County Tourism Promotion Agency as "Additional Insured" as listed with the address below (due no later than 8/15/21)

All photos as requested within guidelines

Total Amount Enclosed \$ _____

Comments _____

REQUESTS

- Made On-Site/Ready To Eat: \$400.00 for first 10' x 10' space; \$110.00 each additional 10' x 10' space according to guidelines (*deduct \$25.00 if postmarked by 6/30/21*)
- Pre-Packaged/Take-Home: \$225.00 for 10' x 10' space; \$375.00 for 10' x 20' space according to guidelines (*deduct \$25.00 if postmarked by 6/30/21*)
- Apply carry-over registration fee(s) from 2020
- Same space in 2019 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*
- Quantity of CBF Brochures to distribute at other events: _____ (*available in August*)

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 \$ _____ Ins _____ Pmt _____ Photo _____ Shel _____ Sig _____ Broc _____
Assigned Space# _____ Accepted By _____ Date _____ Elec _____ Gen _____ Comments _____