

35th ANNUAL HOUSTON PUMPKIN FESTIVAL

Sponsored by the Houston Volunteer Fire Department
American Legion Picnic Grounds

Mailing Address:
Houston Pumpkin Festival
P.O. Box 141 Houston, PA 15342

GPS Address:
124 West Pike Street
Houston, PA 15342

OCTOBER 12TH, 13TH, and 14TH 2018

10:00 A.M. – 7:00 P.M. Friday and Saturday

10:00 A.M. – 5:00 P.M. Sunday

ALL PRICES BASED UPON 3 DAY PARTICIPATION

PLEASE EMAIL PUMPKINFEST@VERIZON.NET FOR PRICING INFORMATION AND QUESTIONS

Your set-up space will be 15' x 15'. Tents and canopies are permitted within this space. If your set-up is any larger than this, you must purchase additional space by the square foot (call first for availability and pricing). Most space numbers will change each year. Spaces are assigned on a first come, first served basis as applications are received, and please do not call for your space number.

We encourage you to set up on Thursday evening. A Festival Committee member will be available from 2:00PM to 7:00PM.

As you enter the festival area you will receive your pre-assigned space number and parking pass. Strict parking regulations must be followed and your parking pass must be used daily and be visible on your rearview mirror. There is a special vendor's only parking area and overnight security will be provided.

To our groups and organizations, please meet elsewhere and consolidate what you will be bringing to the festival into one vehicle per day. We must ask your cooperation in doing this to alleviate congestion during set-up times.

On Friday, Saturday, and Sunday everyone must be set up prior to 10:00AM. A committee member will be at the festival's entrance at 8:30AM each morning.

FOR ANY ADDITIONAL QUESTIONS PLEASE EMAIL PUMPKINFEST@VERIZON.NET

2018 HOUSTON PUMPKIN FESTIVAL RULES AND REGULATIONS

APPLICATION AND PAYMENT:

- Please email PUMPKINFEST@VERIZON.NET for price information and questions.
- Application deadline for crafts vendors is August 1st, 2018 and for food vendors is July 15th, 2018.
- Payment in full is due with your application. Your cancelled check is your receipt. You will not be permitted to set up unless your fee is paid in full.
- No rain date - the festival is held rain or shine. No refunds will be given.
- Anyone selling a food product must have proof of insurance and this must accompany your application with Houston Pumpkin Festival as the certificate holder.
- Participation will be denied for anyone submitting a NSF (non-sufficient funds) check.
- Electrical power will be available on a first come, first serve basis and charged per amp needed. Electricity needs must be indicated on your application and you must supply your own heavy-duty cord. You should come prepared in case of a power outage.
- The festival committee reserves the right to reject any application. Incomplete applications will be refused.

VENDOR PARTICIPATION:

- You may set up your space on Thursday, October 11th, 2018 from 2:00PM To 7:00PM
- All vendors must be in their designated space and ready for the festival to begin at 10:00AM Daily. Under no circumstances will you be permitted to drive through the festival grounds after starting times.
- Vendors must not leave until the end of the festival hours except in cases of emergency. Please notify the Festival Committee if you must leave before the end of festival hours.
- If any vendor leaves either their stand or cooking oil/grease they will not be invited back to the festival.
- Absolutely no alcoholic beverages are permitted on the premises.
- The Houston Pumpkin Festival committee and/or the Houston Volunteer Fire Department are not responsible for any lost or stolen items.
- Pets and bicycles are not permitted on the festival grounds. Only exceptions service dogs and pets with the rescue pet vendors which have been given permission by the Festival Committee.
- Please notify the Festival Committee ahead of time as to any special needs or handicapped as we have limited space.

VENDOR SPACES AND MERCHANDISE:

- You must stay in your allotted space (no soliciting or product permitted in walkways). No unapproved signage permitted outside of your assigned spot.
- You cannot change your assigned spot on your own. Consult with the Festival Committee on any issues.
- The Houston Pumpkin Festival Committee and Houston Volunteer Fire Department reserve the right of placement for all vendors to ensure the success of the festival.
- No items of any sort with the Houston Pumpkin Festival name are permitted unless approved by the Festival Committee.
- Crafts cannot be mixed with food or baked goods unless sold by a non-profit group.
- No carnival or flea market type items permitted except Children's Area prizes.
- The items you indicate on your application are the only items which can be prepared and sold at the festival. Be specific when listing items on your application.

- The following items are sold by the Houston Volunteer Fire Department – pizza and funnel cakes. These two items may not be sold by any other vendors at the festival.
- Raffles require special permission from the Festival Committee in advance. 50/50 raffles are not permitted. All giveaways/prizes must be awarded at the festival on or before 4:00PM Sunday, October 14th, 2018. The winner(s) name must be reported to the Festival Committee at that time.

PLEASE EMAIL PUMPKINFEST@VERIZON.NET FOR PRICE INFORMATION AND QUESTIONS

PLEASE SEND YOUR COMPLETED APPLICATION WITH CHECK OR MONEY ORDER PAYABLE TO:

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Your Certificate of Insurance **MUST** be returned with your application and check or forwarded under separate cover by your insurance agent.

Your set-up space is approximately 20 feet in length. If your set-up is longer than this you **MUST** purchase additional footage (see Application for price). Your trailer, **including hitch**, must fit within this space. Most space numbers will change each year, and spaces will be assigned at the discretion of the Houston Volunteer Fire Department as they see fit in order to ensure the success of our Festival. As you enter the Festival Area, you will receive your space number and a parking pass. Strict parking regulations must be followed and your parking pass must be **VISIBLE**, hanging from your rearview mirror daily. There is a special parking area for vendors only and overnight security will be provided. **PLEASE NOTE:** We cannot accommodate 4 or 5 units/vehicles per vendor, so please plan accordingly.

Please see enclosed information regarding your electrical charge in the Festival Rules and Regulations.

The Pennsylvania Department of Agriculture will conduct an on-site inspection of your food booth. Any questions you have regarding this inspection should be directed to the Department of Agriculture (724) 443-1585. Please do not call the Festival Committee.

The committee has indicated on your application what you will be permitted to sell as far as 'food items' are concerned.

PLEASE NOTE: The Houston Volunteer Fire Department will not be selling any soda or ice to vendors. You are responsible for bringing ice and any type of soda that you wish to sell during the Festival.

We encourage you to set up on the Thursday evening prior to the Festival. A committee member will be there from **2:00PM to 7:00PM**. Please do not show up before 2:00PM unless you are prepared to wait. **UNDER NO CIRCUMSTANCES** is anyone allowed to pull their trailer in, park it where they think it belongs and leave, you will be towed away, participation will be denied and money will not be refunded.

On Friday, Saturday, and Sunday, **EVERYONE MUST BE THROUGH THE GATE PRIOR TO 10:00 A.M.** A Festival Committee member will be at the festival's entrance at 7:30AM each morning.

DIRECT ANY QUESTIONS to PUMPKINFEST@VERIZON.NET

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P.O. Box 141
Houston, PA 15342

FOOD VENDORS

\$ _____ FOR PRICING PLEASE EMAIL PUMPKINFEST@VERIZON.NET

*** ALL APPLICATIONS SUBJECT TO APPROVAL BY THE FESTIVAL COMMITTEE***

NAME OR GROUP NAME: _____

STREET ADDRESS: _____

CITY, STATE, ZIP CODE: _____

CONTACT NAME: _____

CONTACT EMAIL: _____

CONTACT PHONE NUMBER: _____

PLEASE LIST ALL ITEMS TO BE SOLD: _____

*** ELECTRICITY NEEDED? – PLEASE EMAIL PUMPKINFEST@VERIZON.NET FOR AVAILABILITY***

PLEASE REPORT AT THIS TIME ANY NEEDS SUCH AS HANDICAP OR SERVICE ANIMALS AS WE HAVE LIMITED SPACE

DAYS ATTENDING (Price is the same for 1 or 3 days): _____ FRIDAY _____ SATURDAY _____ SUNDAY

SPACE SIZE IS 20'x20' - # OF SPACES REQUIRED (Trailers are by Special Reservation): _____

*** IF YOU REQUIRE ADDITIONAL SPACE PLEASE EMAIL PUMPKINFEST@VERIZON.NET FIRST FOR AVAILABILITY – ANY ADDITIONAL SPACE WILL BE CHARGED AT A RATE OF \$ _____ PER SQUARE FOOT ***

MAKE CHECK PAYABLE TO 'HOUSTON PUMPKIN FESTIVAL' AND MAIL CHECK ALONG WITH THIS COMPLETED FORM TO: HOUSTON PUMPKIN FESTIVAL
P.O. BOX 141
HOUSTON, PA 15342

MY SIGNATURE ON THIS APPLICATION INDICATES THAT I HAVE READ AND UNDERSTAND THE PROVISIONS OUTLINED BY THE HOUSTON VOLUNTEER FIRE DEPARTMENT. I AGREE TO CONFORM TO THE REGULATIONS SET FORTH.

SIGNATURE: _____ DATE: _____

PLEASE ENCLOSE PROOF OF INSURANCE WITH HOUSTON PUMPKIN FESTIVAL NAMED AS THE CERTIFICATE HOLDER