City of Allentown

Special Events Bureau

435 Hamilton St, Allentown Pa, 18104

Phone: (610) 437-7750

Email: [Events@allentownpa.gov](mailto:Events@allentownpa.gov)

Website: [www.allentownpa.gov](http://www.allentownpa.gov)

Applications will be reviewed by the Special Event Bureau and will be selected based on several criteria, including: first preference for all qualified Allentown Licensed Food Trucks, proposed items, space requirements, completeness of application, quality of items, appearance of food truck, adherence to event rules and references.

When completing an application, please carefully consider the following:

1. **Acceptance:** Applying does NOT guarantee you a space. A vendor permit will be issued upon acceptance. City of Allentown is not responsible for stolen, lost or damage items.
2. **Notification of Acceptance:** You will be notified of your acceptance in advance of the event by permit. Vendor fees must be submitted. After receipt of fee, no refund of vendor payment(s) will be made to any vendor under any circumstances. All cancellations must be submitted in writing 7 days before the scheduled start of the event. Regardless of the cancellation date, the vendor is still responsible for paying event fee.
3. **Fees:** Registration fees per space must be paid in full by deadline. If fees are not received your acceptance will be revoked, and you forfeit the space at the event. *Please reference fees & deadlines*.
4. **Licensing:** Accepted vendors must have a valid City of Allentown Business License. Food Vendors must also obtain a Health Food License, or show yearly license issued by the department. Obtaining these licenses will not guarantee acceptance, fees apply. All food vendors must pass the on-site day of event health inspection to participate. Failure to pass inspection forfeits the acceptance, and you will be asked to leave the event. *Please Reference additional applications for required license/s, fees apply.*
5. **Lot Size and Assignment:** Vendor spaces will be based on the size of the Food Truck/Trailer/Tent and will be assigned by Event Organizers. Vendors are responsible for 10x10 tents, chairs, tables, weights, handwashing stations, and trash cans.
6. **Power:** Electricity or water hook-ups will NOT be provided. Vendors are responsible for power, water, and ice during the event. If you have a cooking unit such as gas or propane you must always have a working fire extinguisher on site.
7. **Set-Up/Tear Down**: Once you are parked, at your designated location, you will not be able to move until the completion of the event. Truck/vendors who are unable to reach the event by set up time on the event day may not be permitted to participate in the event. Vendors should arrive for set-up by time specified on acceptance permit, must be prepared for health inspection, and prepared for patrons 30-minutes prior to event start time. There will be no teardown/exit prior to event end. Trucks/ vendors will be released for departure after the conclusion of the event, and as crowd control/safe exit allows.
8. **Pre-festival and event food sales:** Vendor stand setup will take place the day of the event. Unless specifically requested and approved, the sale of food is prohibited until the official commencement of the event. Breakdown will not begin until the conclusion of the event; vendors will be cleared to depart by staff only all debris is cleared from space.
9. **Multi-Space:** Vendors may submit applications for more than one vending space, providing that the two locations requested offer different menu items. Acceptance of two different vending proposals from the same vendor does not indicate that the stands will be adjacent to one another. Stands will be arranged within a festival or event by Organizers. Vendors should make sure they have the resources and staff to operate two vending locations before they apply.
10. **Permit Transfer:** Accepted vendors many NOT transfer their permit by sale or trade. If a vendor sells or transfers title to their business after being accepted in event, the letter of acceptance and any event permits issued by the City of Allentown will be null and void.
11. **Beverage Sales**: Vendors are encouraged to sell any beverages including, soda, juice, and water. All alcoholic beverage sales must be approved in advance and managed by always following PLCB and festival guidelines.
12. **Merchandise/Art/Resource:** Vendors may sell their own merchandise/art/resource. No food or beverage from these vendor spaces is allowed.
13. **Trash/ Clean-up:** The trash containers provided throughout the event space are for the attendees, do not stuff those containers with any large items. Bring a trash can to store trash until the event is over, if necessary. All participants are responsible for clean-up of their space and immediate surrounding area of said space. All cardboard must be broken down neatly and flattened. Please dispose of any trash/recycling at designated area as specified on acceptance permits. Any oil and/or grease must be taken with you and disposed of properly at an off-site facility. Any water or liquid/ice must be taken with you and disposed of properly into a designated drain. Do not dump ANYTHING on the ground or into drains where you are parked. *Please reference hand washing requirements, and grey water dumping rules/requirements.*
14. **Leaving prior to event conclusion:** Vendors who have exhausted food supplies or are eager to travel, may not leave prior to the official end time of an event. Vendors who do not adhere to event published event vending times will not be invited to submit proposals for future events.
15. **Parking Rules**: For safety reasons, no parking will be permitted on Festival grounds. Trucks, food trailers and support trailers must be un-hitched and parked on-site. Once accepted, vendors may not increase the size of their vending space, nor bring supply vehicles that require more space. Please plan accordingly for food serving and storage. All equipment including tents, grills, refrigerators, gas cylinders, prep tables, and additional serving tables (i.e., condiments/napkins) must be within the space allotted.
16. **Tent staking:** All tents used should be erected with required weights, no stakes into the ground is allowed. The use of ballast blocks, water barrels or other weights will be permitted as long as it done per the tent manufacturer recommendations and done in a safe manner.
17. **Cancellation:** In the Event of severe weather or state of emergency, no refunds will be issued for any reason. Please review rain dates for any specific event and save the date if no rain date is advertised the event will not be rescheduled due to weather conditions. Multi day events will be communicated directly if changes occur.
18. *Insurance Requirements: Pending Risk- Alcohol- Vendor*
19. *Indemnity Agreement: The vendor shall indemnify and save harmless the City of Allentown their officers, agents and employees from any and all liability, losses or damages, including attorney’s fees and cost of defense, the city may sue as a result of claims, demands, suits and actions or proceedings of any kind or nature, including worker’s compensation claims, in any way resulting from or arising out of the operations of the Vendor under this agreement including operations of any Sub-vendors, and the Vendor shall at his or her own expense appear defend and pay all charges of attorney’s and all costs and other expenses arising therefrom or incurred in connection therewith; and if any judgements shall be rendered against the City of Allentown in any such act, the Vendor shall, at his or her own expense satisfy and discharge same.*

**2023 “Event Name” Vendor Application**

***Deadline:***

Business/Company Name:

Contact Name:

Website/Social Media Handles (If Applicable):

Address:

City: State: Zip Code:

Email Address:

Office Phone: Cell Phone (Required- day of event contact):

Vendor Type Price Included in Price

Food $150.00 Vendor Space/Marketing

Merchandise/Art $100.00 Vendor Space/Marketing

Community Resource (No sales) $0 Vendor Space/Marketing

Vendors– Will you be selling beverages? Alcohol/Adult Beverages?

Food Vendors - List Menu Items:

**Non-Food Vendors**

Merchandise Vendors - List Merchandise Items:

About your Food Truck/Trailer/Tent: Please specify Truck, Trailer, Dimensions, Service Window Side, Tent size, and/or extras:

Please list any power/cooking sources you intend on using i.e., Gas, Grill, Generator, Propane, Refrigerator, Water, Ice.

Signature:

Print: Date:

*By signing above, I agree and acknowledge that I have read and accept all event rules and guidelines.*

*I acknowledge that submission of this application does not guarantee approval to be a part of the event.*

*City of Allentown does not guarantee your financial success at this event. Vendor fees are non- refundable.*