



HIGHLAND ORCHARDS, Inc
1000 Marshalton Thorndale Road
West Chester, PA 19380
Phone: 610.269.3494 Fax: 610.269.0504
Since 1941 and still growing...

On Site Food Prep Vendor Guidelines

Thank you for your interest in participating with our event.

Directions: Complete the application page with all of your information for this event.

Write checks according to the following rules:

Write a SEPARATE check for the \$_____ Space Fee for each event payable to Highland Orchards.

Write a SEPARATE \$_____ Clean Up Deposit check for this event payable to Highland Orchards.

*Upon inspection at the end of the event, if your space is deemed clean, your check will be returned.

Enclose one self-addressed stamped envelope for this event. Include a PHOTO of items to be sold and a picture of your booth and signage.

****PLEASE KEEP THIS FOR YOUR RECORDS****

Vendor Requirements and Responsibilities

1. You are responsible for bringing your own entire booth set up including; tables, chairs, canopies, extension cords, extra cash for change, etc.
2. Your booth space provided is approximately 10'x10'
3. Electricity may be provided if requested with application. Additional charges may apply.
4. No amplified sound may be permitted in your booth space unless approved.
5. A Security Deposit of \$_____ for clean up is required. At the end of the event, a representative from Highland Orchards will examine your space for cleanliness (ie: free of debris, equipment, trash, etc.). If your space passes inspection your clean up deposit will be mailed back to you. If you leave your space and do not clean up properly your clean up deposit may be forfeited. It is the responsibility of the vendor to remove all oils and grease unless you have already made arrangements with Waste Oil Recycles. All charcoal, if used, must also be removed from your space, after it has cooled.
6. All restaurants/food vendors/specialty food vendors/caterers and all vendors offering physical activities or personal contact need to provide a certificate of their liability

insurance with their application, naming Highland Orchards as additionally insured valid for the date of the event.

7. Set up time will be at _____. The premises must be completely vacated by _____ the same day.
8. Highland Orchards reserves the right to deny any application for not adhering to our regulations and /or requirements or for any other reason.
9. This event is rain or shine except in severe circumstances. Please note: There are NO REFUNDS for this event unless Highland Orchards cancels. You will be notified as soon as a decision is made via email or phone with any changes or cancellations.
10. Highland Orchards reserves the right to cancel/change an event, alter or change booth space or refuse anyone who does not meet our event requirements at any given time. We also reserve the right to limit the number of food vendors selling a particular item.
11. All foods are subject to review by the CHESCO Health Department and are not to compete with products sold by Highland Orchards.
12. If you must leave the event early for any reason, be sure to notify a representative of Highland Orchards.
13. All generators must be 60 decibels or lower.
14. For applicants wishing to advertise to promote their business only there is a \$_____ fee for the 10x10 space. All applicants planning to sell items are responsible for submitting proof of gross sales and are responsible for paying _____% of gross revenue as commission to Highland Orchards. A W9 must be submitted with the application if we are paying you for your services.
15. There shall be no sale or display of the following goods from the vendor booths: products or materials that depict sexual activity, nudity, or sexually explicit materials/ apparel or hazardous or potentially hazardous materials or activities.
16. You are responsible for providing workman's compensation coverage or similar medical and accident coverage to all your employees and helpers.
17. Pets are not permitted on the premises without prior approval.
18. Your food or beverage booth must comply with all applicable health Department regulations and provide proof of license or permit.

Chester County Health Department
Chester County Government Services Center
601 Westtown Road- Suit 288
West Chester, Pa 19382
Ph:610-344-6689 Fax: 610-344-5934