



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

Thank you for your interest in participating at our events.

Directions: Complete the application page. Please use one application and list all events you are interested in being a part of in 2020.

Once approved for the event(s) please write checks according to the following rules:

Craft and information vendors:

Write a check for the \$ 35 Space Fee

-or-

Food Trucks/Service Providers :

Write a check for the \$ 50 Space Commitment deposit fee for each event payable to Highland Orchards. This deposit applies to food vendors only. This deposit will be **credited** towards the 20% of gross sales commission collected upon departure for each event. Proof of gross sales is required. Additional details will be included in the approval email. Checks should be made out to:

Highland Orchards
1000 Marshallton-Thorndale Road
West Chester, PA 19380

Include jpegs/photos of items to be sold and a picture of your booth or truck with your application. Include any promotional materials that we can use online or in print.

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

Vendor Requirements and Responsibilities

1. You are responsible for bringing your own set up including; tables, chairs, canopies, extension cords, extra cash for change, paper products, condiments etc.
2. Your booth space provided is approximately 10'x10' unless otherwise requested.
3. Electricity available upon request with application for additional charge.
4. No amplified sound may be permitted in your booth space unless approved.
5. 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.

6. Set up time will begin at least 1 hour before the event. The premises must be completely vacated within 1 hour after the event ends. Please be ready to greet and serve your customers 30 minutes before the event is scheduled to begin.
7. All vendors are expected to stay the entire event. **It is mandatory to remain fully operational during the event.**
8. Highland Orchards reserves the right to deny any applicant for any reason.
9. Our events are 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 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 generators must be 60 decibels or lower.
12. All foods are subject to review by the CHESCO Health Department and are not to compete with products sold by Highland Orchards.
13. A W9 and subcontractor agreement must be completed and submitted with the application if we are paying you for your services.
14. All vendors are required to keep your area clean and to properly dispose of trash during the event and after the event.
15. Vendor assumes all risk of loss or damage to vendors merchandise, equipment, fixtures and property from any cause whatsoever. Vendors are responsible for securing its vending area.
16. All vendors must park in the designated vendor parking lot during the event.
17. 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.
18. You are responsible for providing worker's compensation coverage or similar medical and accident coverage to all your employees and helpers.
19. Pets are not permitted on the premises without prior approval.
20. Your food or beverage booth must comply with all applicable health Department regulations and provide proof of license or permit. We ask that all vendors have their insurance policy and Food Permit posted at all times during the event.
21. By attending our events you imply consent that your image may be used on social media for commercial purposes.

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