



Downingtown Summer Jam Series

June 30

July 28

August 25



FOOD VENDOR APPLICATION

Friday, July 28th Summer Jam

Please join us for Downingtown Summer Jam Series, presented by **Kimberton Whole Foods**, which will be held on **Friday, June 30th, Friday, July 28th and Friday, August 25th**. Summer Jam will be held in Kerr Park at the concert gazebo from 6pm to 10pm.

Downingtown Main Street Association (DMSA) is excited to bring this event to the community and looks forward to showcasing local food from our region. Please read through the directions below to submit your application to DMSA. **Should you have any questions, call the Main Street office at 610-269-1523 or manager@downingtownmainstreet.com.**

DIRECTIONS TO APPLY AS A FOOD VENDOR AT 2017 Downingtown Summer Jam Series:

1. Complete the application page with all of your information for this event.
2. Follow payment instructions on page three.
3. Insurance Certificate providing proof of liability insurance in the amount of \$1,000,000 per occurrence/\$2,000,000 aggregate, naming **Downingtown Main Street Association** as additional insured, must be submitted with your application.
4. In order to participate, it is your responsibility to secure the proper licensing from the Chester County Health Department and provide a copy to DMSA **no later than two weeks** prior to each respective series date.
5. Submitting an application does not guarantee your participation in Summer Jam. DMSA will review your application and make notification if you are selected to participate.
6. Menu Items Required.

CONTACT INFORMATION

Business Name:

Contact Name:

Address:

City/State/Zip:

Phone: Day: _____ **Cell:** _____

**Please check which phone number will be best to contact you on the day of the event.*

Email:

Website:

INFORMATION ABOUT YOUR FOOD

Description of food to be sold: (No glass bottled beverages are allowed.):

REGISTRATION – Single Date

_____JULY 28th

PAYMENT INFORMATION – Single Event Date

VENDOR SPACE (10' x 10')	\$150 _____
SECOND VENDOR SPACE (10' X 10')	\$140 _____
TRUCK/TRAILER SPACE	\$150 _____

Summer Jam, make a check payable to: *Downingtown Main Street Association (DMSA).* (Memo: *Downingtown Summer Jam*)

Mail application, fee and insurance certificate to:

Downingtown Summer Jam Series
Downingtown Main Street Association
216 E. Lancaster Avenue
Downingtown, PA. 19335

APPLICATION DEADLINE FOR JUNE SUMMER JAM - JUNE 23rd
APPLICATION DEADLINE FOR JULY SUMMER JAM - JULY 21nd
APPLICATION DEADLINE FOR AUGUST SUMMER JAM - AUGUST 18TH

FOOD VENDOR REQUIREMENTS & RESPONSIBILITIES

PLEASE KEEP THIS PAGE FOR YOUR REFERENCE

- Submitting an application does not guarantee your participation in Downingtown Summer Jam
- A limited number of Food vendors will be approved for each individual Summer Jam. Applications will be reviewed and a decision made based on your featured food items. **If menu items are not on the application, you will be placed on the wait-list until we receive your menu.** You may be contacted by the DMSA for clarification or to discuss your food entries. Once a decision is made, you will be notified via e-mail on the status of your application.
- You are responsible for bringing your ENTIRE booth set up including generators, tents, tables, chairs, wash stations, trash receptacles, trash bags, etc. You will also need to bring proper containers for disposing of fryer oil (if using), and take the oil with you.
- Electricity is not available. You will need to bring a generator if your booth requires electric power.
- Note that vendor booth placement is at the discretion of the DMSA.
- No amplified sound may be permitted in your booth space.
- You are responsible for obtaining your own Food License from the Chester County Health Department. Please pay the license fee directly to the Health Department.
- Your booth must follow all Health Department regulations and display your food license at the day of the event. The Chester County Health Department is expected to attend and inspect all Food Vendor booths.
- For questions about licensing contact the Chester County Health Department at 610-344-6689, or visit the County website at www.chesco.org.
- Setup/breakdown procedures will be e-mailed to you within one week prior to the event.
- If your application is incomplete, it will be mailed back to you and could result in you not participating in Downingtown Summer Jam.
- Please do not sell anything at your booth that is not listed on your application. All foods are subject to review by the DMSA and may be ineligible due to duplication of product. It is our goal to showcase a variety of foods to visitors. You will be contacted to confirm your participation and your list of foods that you will be serving.
- You are expected to remain at the event until the end at 10pm, and follow the proper breakdown procedures. If you must leave the event early, please make prior arrangements with organizers. If an emergency arises on the day of the event and you must leave early, please find an event volunteer to assist you in leaving your area safely.

- Food Vendor booths must comply with Safety Regulations stipulated by the Borough of Downingtown Code Enforcement Department.
- Downingtown Summer Jam Series will be held Rain or Shine. There are NO REFUNDS unless Downingtown Main Street Association cancels the event.
- The undersigned agrees to comply with Downingtown Summer Jam Series Rules and Regulations. Noncompliance will result in your removal from the event with no refund. The undersigned further certifies that he/she is the responsible party submitting this application and that he/she is authorized to 1) execute on behalf of the group, and 2) accept legal process on behalf of the group. The undersigned also agrees to indemnify and hold harmless the Downingtown Summer Series Jam Committee, DMSA, and the Borough of Downingtown from any responsibility for damage, loss, or theft of goods related to his/her business.

Signed: _____ Date: _____

FOR OFFICE USE ONLY

APPLICATION RECEIVED: _____

APPROVED OR REJECTED: _____

SPACE NUMBER: _____