FORT LIGONIER DAYS
FOOD BOOTH PROGRAM
INFORMATION, RULES AND REGULATIONS

PURPOSE
The purpose of the Fort Ligonier Days Food Booth Program is to generate a reasonable contribution to the funding of the Fort Ligonier Days Festival by providing and charging for the opportunity of local benevolent groups to take part in the Festival as Food Vendors. Our goal is to organize and coordinate the Food Booth Vendors to help insure that the best possible products and services are offered.

PARTICIPATION AND ELIGIBILITY
The participation in the Fort Ligonier Days Food Booth Program is by the invitation of the Fort Ligonier Days Committee.

To be eligible you must be a Community-based, Non-profit Service Organization headquartered in the Ligonier Valley and/or a Non-profit Service Organization conducting significant programs in the Ligonier Valley area.

If an eligible group wishes to participate in the Food Booth Program they must submit a completed Non-profit Service Organization Food Vendor Application signed by an Officer or Director.

The submission of a completed application is not a guarantee of acceptance. The Food Booth Committee reserves the right to reject any application for Food Vendor based solely on the best interests of the Fort Ligonier Days Festival.

Space is limited and the Fort Ligonier Days Committee and the Food Booth Committee reserve the right to deny participation to any group based on the best interests of the Festival. All decisions on Eligibility and Participation are made by the Fort Ligonier Days Committee and are final.

GOVERNING COMMITTEE
The Food Booth Committee (FBC) is in charge of all Food Booth activities. Booth size, location, food selection, rules, regulations and compliance are governed by the FBC. All comments, questions, concerns and discussions regarding the activities of Food Booth Operators will be directed to the FBC.

The FBC will make every attempt to resolve all disputes with Operators. Unresolved issues will be directed to Fort Ligonier Days Committee. All decisions by the Fort Ligonier Days Committee are final.

Any Food Booth Operator unwilling to correct a violation may be asked to leave the event and/or NOT be invited back. This may involve both the non-profit organization and/or any contracted vendor.
LIGONIER BOROUGH LICENSE
The Fort Ligonier Days Festival is governed by Ligonier Borough Ordinance 503. All ordinance rules and regulations are enforceable by the Ligonier Borough Police Dept. A copy of the ordinance is available through the Ligonier Borough website.

A Fort Ligonier Days Vendor License will be issued to an organization by the Borough of Ligonier if their application is accepted and all fees are paid. The Vendor License will be in the Vendor Packet that is to be picked up at the Chamber of Commerce office, located in Town Hall. Operators must display the Borough of Ligonier Vendor License in their booth at all times.

Vendors without an approved Borough of Ligonier Vendor License will be removed by the Ligonier Borough Police Dept. and may face fines and penalties.

FEES
All Vendor Fees are set by the Fort Ligonier Days Committee and the Food Booth Committee.

APPROVED ORGANIZATIONS CONTRACTING WITH COMMERCIAL VENDORS
Although we prefer the homemade and unique quality that local organizations can provide, the FBC understands it may be difficult for local Non-profit Service Organizations to properly staff and manage a profitable Food Booth that meets the needs of the event.

If an approved Non-profit Service Organization wants to contract with a commercial vendor, the Organization must submit a completed Sponsor Application and the contracted vendor must submit a completed Commercial Vendor Application as well.

An Officer or Director from the sponsoring Non-profit Service Organization must be one of the contact persons listed on both applications.

An Officer or Director from the sponsoring Non-profit Service Organization must sign the Commercial Vendor Application as well as the Commercial Vendor.

It is the responsibility of the Non-profit Service Organization to work out and sign a reasonable monetary and service agreement with the accepted Commercial Vendor.

All Commercial Vendors and all Sponsoring Non-profit Service Organization must be approved in advance by the FBC.

All Non-profit Service Organizations and all Commercial Vendors must comply with all Rules and Regulation of the Event including all Borough Ligonier Borough Ordinances.
INSURANCE
All Non-profit Service Organizations and all Commercial Vendors must provide Certificate of Liability Insurance, in the amount of $1,000,000.00, naming the Fort Ligonier Days Festival, Inc., the Ligonier Valley Chamber of Commerce, the Ligonier Borough and all their employees, agents and volunteers as additional insured with their application.

All Commercial Vendors must provide proof of Workers Compensation Insurance with their application.

HOLD HARMLESS
To be considered for acceptance, all Non-profit Service Organizations and all Commercial Vendors must sign the Wavier and Hold Harmless Agreement.

BOOTH SIZE AND USABLE SPACE
Each approved Food Booth organization must provide its own booth. The maximum depth cannot exceed 10 feet from the curb. The length of the booth and total usable space cannot exceed 20 feet.

Measurements must include all overhangs when the booth is open, all trailer hitches, tow bars and storage space.

All work and storage space needed on either side of the actual booth must fit inside the total usable space requested and approved.

A layer of felt paper or similar protective material must be placed on the ground in all instances where equipment, work tables, prep tables or storage is placed directly on the ground.

The small space directly behind your approved space between the curb and the parking meters or white column supports may be used only for storage and must be covered by a layer of felt paper or similar protective material. At no time are vendors permitted to use the pedestrian sidewalk space between the parking meters or white column supports and the store front line.

Booth Space is extremely limited. All requests for Booth Space exceptions must be made in advance, in writing and on the application. Requests for booth space exceptions may be granted at the sole discretion of FBC. Booth space exceptions are neither guaranteed nor grandfathered. Exceptions that are granted are for a single event year and request must be renewed every year.

Violators of Booth Space may be asked to leave the event and/or NOT be invited back. This may involve both the Non-profit Service Organization and/or any contracted vendor.

Please be courteous and considerate of others regarding the use of your space.
BOOTH DESIGN
All Food Booths must be presented and maintained in a safe, attractive and professional manor. All booths must be made of a weather resistant material and be able to withstand heavy direct winds.

Pictures of the booth must be supplied with each application.

All food service surfaces must be able to be cleaned and sanitized on a regular and as needed basis.

No anchor holes are permitted.

FIRE EXTINGUISHERS
Every Food Booth must be equipped with either two 5 lb. or one 10 lb. fire extinguisher of the ABC (dry powder) type. All fire extinguishers must be current and in working condition. All workers must be trained in the location and proper use of the fire extinguisher.

If needed, Ligonier VFD will provide an annual Fire Extinguisher training.

SIGNAGE
All Signs must be presented, displayed and maintained in a tasteful and professional matter. The use of non-weather proof materials on any overhead sign is prohibited.

Every Food Booth must have at least one overhead marquee-type sign, at least 5 foot in width that is completely viewable above the crowd. The overhead sign must prominently and boldly display the name of the approved Non-profit Service Organization and Food Items available. The name of the approved Commercial Vendor, if being used, may be displayed but may not be larger or more prominent than that of the Sponsoring Non-Profit Organization.

There shall be no other names or items on display or visible on any overhead area. All other items not approved that are visible on the overhead marquee-type sign must be covered up with appropriate weather proof material in a neat and professional manor.

All Prices must be prominently and boldly posted in areas that can be easily seen and read by customers prior to ordering.

BOOTH LOCATION
Booth locations are not guaranteed or grandfathered. Individual locations are assigned each year and are at the sole discretion of the FBC.

Allocation is based on space available, acceptable food mix and the ability of each organization to adequately serve the public.
Preference will be given to returning organization with timely applications and who have exhibited admirable qualities in co-operation, compliance, food quality and service. All decisions on location are by the FBC and are final.

**APPEARANCE AND CONDUCT**
All Food Booth workers are required to dress appropriately. Their appearance is to be neat, clean and professional at all times.

All Food Booth workers, Organization Volunteers and Vendors are to conduct themselves in a courteous and civil manner toward every festival customer, all fellow vendors, members of all Fort Ligonier Day Committees and themselves at all times.

The use of loud, harsh, rude or offensive language will not be permitted at the festival at any time.

Violators may be removed from the Festival.

**PROHIBITED SALE ITEMS**
Only the sale of Food and Non-alcoholic Beverage is permitted.

The sale of Alcohol and Tobacco Products Are Strictly Prohibited.

All Food Vendor agree to only sell those products listed on their application unless approved in advance and in writing by the FBC.

**PRODUCTS AND EXCUSIVITY**
The goal of the FBC is to provide the festival attendee with the finest selection, variety and quality of festival food possible.

At its sole discretion, the FBC may limit the number of similar food items, prohibit the sale of certain food items and grant exclusivity of certain items to certain vendors. There is no exclusivity without the expressed written authorization of the FBC. All product decisions are based solely on the best interests of the festival.

All Food Booth operators agree to sell only those items listed on their application and approved in advance unless otherwise authorized in writing by the FBC.

**COOKING RESTRICTIONS**
It is the sole responsibility of the Food Booth Operator to know and follow all the recommended food production, holding and service rules, regulation and recommendations that govern outdoor festival food service.

Due to the limited amount of electrical power available the use of L.P. Gas cooking equipment is encouraged and the use of electrical cooking equipment is discouraged.
All Food Vendors using grease frying equipment must have and use Grease Mats or Grease Pads. These products are available at cost from the FBC if you do not have them.

**OPEN FLAME COOKING (Any Flame that Creates an Ash)**
The use of an open flame cooking unit will require separate approval of the Food Booth Committee. It may also require an inspection prior to approval.

*A Request for Open Flame Form must be filled out by the Vendor and submit it to the Fort Ligonier Food Booth Committee for review.*

Separate and dedicated fire extinguishing equipment as well as an approved ash disposal bucket will be required.

*All Open Flames Must be protected from all combustibles and accidental contact by workers and festival attendees.*

**STATE INSPECTIONS**
All Food Booths may/will be inspected by the Department of Agriculture and must be in compliance with all regulations governing outdoor festival food service.

**SANITATION**
All Food Booth Operators must keep their Booth in a clean and professional manner, free of clutter and congestion.

All food serving surfaces and equipment must be cleaned and sanitized regularly.

All full trash bags must be secured and immediately taken to the appropriate Vendor Dumpster. All Trash must be removed at night.

There is to be NO trash stored on the street or sidewalk at any time.

**Acceptable hand sanitization procedures must be followed at all times.**

**SALES TAX**
Each participating organization must comply with the PA sales tax law and is expected to collect and submit to the state the appropriate sales tax. For information, contact the PA Department of Revenue, Mid-town Plaza, Greensburg, PA 15601 (724-832-5283)

**HOURS OF OPERATION**
All Commercial Food Vendors must be open and operating as listed below.
Fri: 9:00am to 7:00pm
Sat: 9:00am to 9:00pm
Sun: **10:30am** to after Closing Ceremony (at 5:00pm).
**Food Booths Operated by Non-profit Organizations:**
May open the same hours as Commercial Vendors but have the option of the following hours.
Fri:  Must Open by 11:00am – May Close 5:00pm or 7:00pm
Sat:  Must Open by 10:00am – May Close 6:00pm or 9:00pm
Sun:  Must Open by 12:00am – Must close after Closing Ceremony (at 5:00pm).

The FBC may authorize the adjustments to Hours of Operation due to extreme conditions or circumstances

**SET-UP AND TEAR DOWN**

**Set-Up Schedule for Thursday Evening**
Vendors MAY NOT begin before allotted times.

5:15 PM Food Vendors with trailers type booths only
6:15 PM All other non-trailer type booths may begin to set up.

The number identifying the exact location of each booth will be marked on the curb circling the Diamond. Directions will be given for other areas as needed.

Booth operators must work together to insure a smooth set up. Your cooperation is greatly appreciated.

Please be sure to move vehicles from the Diamond area as quickly as possible.

**Booth Tear Down and Trailer Removal for Sunday**
All Booths may begin tearing down Sunday, following the closing ceremony.

Vendors MAY NOT tear down or remove any Booth or parts before the closing ceremony is completed and the Festival closing is announced.

The Borough Police will allow traffic onto the Diamond area as soon as the pedestrian crowd allows. Your cooperation and patience is expected and greatly appreciated.

**ELECTRICITY**
Each booth will be supplied with two (2) #110 electrical service lines with four (4) service outlets on each line. The Total AMPS available to each booth is no more than 25 AMPS. 220 SERVICE IS NOT AVAILABLE.

Multiple roasters, warmers, cooking equipment and coffee pots on the same circuit WILL cause a power outage.

All Vendors must be specific on their application as to their electrical equipment needs so the electric load can be properly managed.

Electric generators and Refrigerated Drink machines are not permitted.
Only the Fort Ligonier Days official Electrician is permitted access to Breaker Boxes and Electrical Panels. Vendors are NOT permitted to reset any breakers at any time. All electrical problems must be reported to the FLD Electrician immediately.

BOTTLED L P GAS
L P Gas connections will be inspected after set-up. Any booth changing gas bottles must assure the connection is not leaking before resuming use of cooking unit.

TRASH MANAGEMENT
The dumpster for all Food Booths will be located in the Town Hall parking lot.

All trash containers distributed around the Diamond and Food Booth area, by the Festival or Borough, are for the sole use of the festival attendees. Food Vendors are not permitted to use these public trash containers.

Each vendor must bring their own trash cans and heavy duty trash can liners. Each booth is responsible for emptying their own trash cans and taking their bags to the assigned Food Vendor dumpster.

All vendor trash must be placed in heavy duty trash liners and secured properly before transporting to the dumpster.
No unsecured trash is permitted in the Food Vendor dumpster.

Clean, flattened cardboard is permitted in the dumpster.

Each Food Booth operator is asked to help with trash management of the public containers around their booth. Please help by emptying the public containers and replacing bags as containers are filled by the festival attendees. This is a service to your customers as well.
Bags for the public trash containers will be at the bottom of each container and additional bags will be available throughout the weekend in the Chamber office.

All grease must be disposed of in the proper manner. Nothing is permitted in the Public Sewer or Storm Water System.

SAFETY NOTES
The sale of any product in glass containers is prohibited. Please keep the area around your booth free from clutter.

All Food Booth workers must be familiar with the location and proper operation of the all fire extinguishers.

Do not overload your electrical outlet.

Do not attempt to modify or change the electrical supply.
All workers must be aware of all emergency procedures.

All Open Flames Must be protected from all combustibles and accidental contact by workers and festival attendees.

RAFFLES AND SOLICITATION
The sale or distribution of raffle tickets is not permitted.

Working Non-profit Service Organizations and Contracted Food Vendors may provide literature (inside the booth only) and may discuss their organizations upon request. No literature may be distributed or membership solicitation conducted outside your booth.

CHANGE
Have sufficient change on hand for the entire weekend. The Chamber office and local merchants CANNOT make change.

RESTROOMS
Each booth will be provided with one restroom pass providing access to the restrooms in the Town Hall. DO NOT give the restroom pass to ANYONE outside of your booth. Restroom passes will be revoked if this privilege is abused.

To Qualify for the Discount Your Application and 50% Payment Must Be Received by March 31st; after March 31st NO DISCOUNT will be applied.

MAIL TO: Fort Ligonier Days, Inc.
         120 East Main Street
         Ligonier, PA 15658
Phone: 724-238-4200