



2023 VENDOR REGISTRATION FOR FOOD, DIRECT SALES, AND PROMOTIONS

Due to planned roadwork on Front street in Sunbury, the River Festival will be held at the North end of Sunbury on Fourth Street

Please be sure to attach ALL required documents when submitting your application and payment.

Your application IS NOT complete until we receive all required documentation.

Incomplete applications will be returned, your space will not be reserved and early bird rates will NOT apply!

Be sure you submit all required documentation and payment with your application!

Required Documentation Checklist:

- Completed and Signed Application
- Check made payable to SRI
- Insurance Certificate**
(ALL vendors)
- Menu and Pricing
(ALL food vendors)
- ServSafe Certificate **
(FOR PROFIT Food vendors only)

Even if you submitted these documents last year, you **MUST** attach them to your application. If your insurance policy period will expire before the event, please attach your current certificate (see rules and regulations for insurance requirements) and send us an updated certificate when the policy renews.

Absolutely NO applications will be accepted after August 1st, 2023



Vendor Registration – Food, Direct Sales, and Promotions
Friday, August 18th 4pm - 10pm | Saturday, August 19th 10am - 10pm
 Make checks payable to SRI and return all completed documents to;
 Sunbury’s Revitalization, Inc. | 450 Chestnut Street | Sunbury, PA 17801

Name of Business/Organization _____

Email _____

Contact Person _____ Phone _____ Cell Phone _____

Address _____

1. Describe your stand Tent Trailer Food Truck Other _____

If you have a trailer/truck: What side is your serving window on? Driver’s (L) / Passenger (R)

2. How many Spaces Do You Need? (12’x12’) _____

If you are bringing a trailer and it is larger than 12’x12’ you must purchase an additional space.

3. Vendor Description and Pricing (per space):

Food (For Profit)

- \$125.00 - Early Bird Rate – Registrations *completed by May 31, 2023*
- \$200.00 – Standard Rate – Registrations *completed June 1, 2023 or later*

Food (Non Profit)

- \$100.00 - Early Bird Rate – Registrations *completed by May 31, 2023*
- \$125.00 – Standard Rate – Registrations *completed June 1, 2023 or later*

Retail & Direct Sales*

- \$100.00 - Early Bird Rate – Registrations *completed by May 31, 2023*
- \$125.00 – Standard Rate – Registrations *completed June 1, 2023 or later*

Please tell us what you’ll be selling:

Promotional/Non-Profit/Other*

- \$100.00 - Early Bird Rate – Registrations *completed by May 31, 2023*
- \$125.00 – Standard Rate – Registrations *completed June 1, 2023 or later*

Please tell us what you’ll be doing/displaying at your stand:

****Extremely limited number of these vendors being accepted for 2023. Decision is based on first come, first served with 100% completed application and payment. Once full no exceptions will be made for additional vendors.***

CONTINUE TO NEXT PAGE



Vendor Registration - Food, Direct Sales, and Promotions
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4. Will you need access to a water supply? Yes No



5. Do you need access to electric service? **PLEASE NOTE : Electric service is very limited in the festival area. We recommend if you have a quiet, low decibel (<70 decibels) generator bring it, or can go without electricity, please do so**

- No, I don't require electric service
- No - I will be using my own low decibel generator (see guidelines in Rules & Regulations on next page, #15)
- Yes
 - I need standard outlet electricity \$ 25.00
 - I need **ONE** high amp/voltage electricity \$ 50.00

TOTAL FEES: Participation fee \$ _____ X _____ (number of spaces) \$ _____
per space fee # of spaces

Electricity fee \$ _____ X _____ (number of spaces) + \$ _____
per space fee # of spaces

TOTAL AMOUNT ENCLOSED \$ _____

Vendor location map and festival arrival information will be emailed the Monday before the Festival.

My signature below acknowledges that I have read and understand the regulations, requirements, and rules associated with participating as a Vendor at Sunbury River Festival on August 18th & 19^h, 2023. I also ***understand and agree that vendor placement is at the sole discretion of the River Festival Committee.***

Signature _____

Date _____



Vendor Rules, Regulations, and Requirements

PLEASE KEEP FOR YOUR RECORDS

1. **Indemnification** - In consideration of the use of event space designated for vendors by Sunbury's Revitalization, Inc. ("SRI"), the undersigned ("Vendor") hereby agrees to release SRI, the City of Sunbury, Sunbury River Festival, event sponsors, their Board of Directors, officers, members, employees and agents from all claims whatsoever by Vendor arising from or related to Vendor's use of space.
2. Vendor further agrees to hold harmless, to defend and indemnify, dollar for dollar including, but not limited to costs of defense and counsel fees, SRI, the City of Sunbury, Sunbury River Festival, event sponsors, their Board of Directors, officers, members, employees and agents against any and all liability, law suits, claims, summons, causes of action or things whatsoever, whether for damages, fines or any other type of relief whatsoever, that may be brought against SRI, the City of Sunbury, Sunbury River Festival, event sponsors, their Board of Directors, officers, members, employees and agents by any party whatsoever, arising from or related to Vendor's and/or its directors, officers, employees and agents activities, products, acts or omissions, whether negligent or non-negligent.
3. **Certification of Insurance- In order to participate, vendors must provide a Certificate of General Liability Insurance naming Sunbury's Revitalization, Inc. and the event committee as "Additional Insured regarding vendor participation at the Sunbury River Festival August 18th & 19th, 2023, providing a minimum of 1,000,000 liability coverage. Limited exclusions may apply.**
4. For Profit Food Vendors must provide a copy of a valid ServSafe Certificate. All Food Vendors must display prices they submitted with this application at the event.
5. **Theft** - SRI, the City of Sunbury, Sunbury River Festival, event sponsors, their Board of Directors, officers, members, employees, and agents will not be responsible for theft, accidents or loss, or damage to property belonging to Vendors.
6. **Sponsors and Members of Sunbury's Revitalization, Inc.** have priority in space locations.
7. All decisions of SRI and the Event Committee are final. Committee reserves the right to deny any application.
8. **No refunds for no-shows or cancellations within 30 days of the event.**
9. This event is held rain or shine. Please prepare accordingly. This is an outside festival, bring supplies as needed according to the weekend's weather.
10. Vendors are responsible for all state sale tax laws. Failure to comply will prohibit you from exhibiting at future events.
11. **Arrival Time** – arrival times will be assigned based on your set up and the location decided on by the Committee. You will be contacted the week before the event with this information. There is a 10 minute time limit on unloading your vehicle. You are to unload into a safe space, move your vehicle immediately and return to the festival grounds to set up.

12. By signing this application, you are agreeing to participate in the 2023 Sunbury River festival in its entirety. The festival runs Friday, August 18th from 4pm – 10pm and Saturday, August 19th from 10am-10pm. You are not permitted to hook up your stand prior to 10pm Saturday. Anyone who closes before 10pm and starts to disassemble will be banned from all future SRI events. This is strictly for the safety of our guests – we cannot have cars, trucks and trailers loading up and driving around before the people are cleared out at the end of the festival.
13. Vehicles must be removed from the event one hour before starting time and must remain out of the event area until ending time and all pedestrian traffic has cleared.
14. Vendors must stop selling and begin departure procedures at the designated time.
15. Alcoholic beverages are prohibited except in designated areas.
16. Participation fee includes one (1) 12' X 12' space. Additional space and electrical service are available for an additional fee.
17. Vendors must supply their own tent, table and chairs, water hoses, and extension cords. We suggest you bring at least 100ft.
18. Vendors are responsible for cleaning up around their space during and at the end of the festival. Trash is to be put in the proper receptacles. Over-sized trash must be taken off premises and disposed of by the vendor.
19. Use of your own low decibel (<70 decibels) generator is encouraged and required if you need more than ONE (1) 240-volt outlet or 30 amps. Vendors with excessively loud generators will be placed on the perimeter of the festival in order to control noise. Electrical service provided by SRI is NOT INCLUDED in your participation fee. Please do not overload the electrical outlets, only one appliance per plug. Multiple cords and power strips are forbidden. Overloaded circuits can lead to prohibition of electric use on the day of the event.

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