Dear Vendor,

Thank you for your interest in joining us as a food vendor for the Annual Apple Days Festival at Burnside Plantation, 1461 Schoenersville Road, Bethlehem, PA 18018, our historic 6.5 acre farm in the city. This event is an important fundraiser for Historic Bethlehem Museums & Sites and helps us care for our 20 historic buildings, 65,000 artifacts and provide educational programming in the local community, bringing three centuries of history to life. We appreciate your support of our mission by participating in this family-friendly weekend!

Festival Dates: Saturday and Sunday, September 16th and 17th, 2023
Below is the fee schedule and dates for completed applications to be submitted.

<table>
<thead>
<tr>
<th>HBMS Food Vendor Applications Fee Schedule</th>
<th>Apply/Deposit due by August 15, 2023</th>
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<tbody>
<tr>
<td>10x10 Tent Space</td>
<td>$450</td>
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<tr>
<td>10x20 Tent Space</td>
<td>$650</td>
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<tr>
<td>20x20 Tent Space</td>
<td>$800</td>
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<tr>
<td>Food Truck – (up to 15’)</td>
<td>$500</td>
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<tr>
<td>Food Truck – (15’ to 20’)</td>
<td>$600</td>
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<tr>
<th>City Applications and Permit Fees</th>
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<tbody>
<tr>
<td>City of Bethlehem Vendor Application - signed by Event Host</td>
</tr>
<tr>
<td>Business Privilege License from Tri State Financial</td>
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<tr>
<td>Health Department - required for serving OR sampling any food</td>
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<tr>
<td>Fire Review - required for any cooking or heating</td>
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| Fire Permit - If requested by city upon review of application. Must be paid when picking up permit from City Hall | TBD |

**Set Up:**
- **Friday, September 15th**: 2:00 pm – 6:00 pm
- **Saturday September 16th**: 8:00am – 9:30am
- **Sunday September 17th**: 8:00am – 9:30am

*All trucks and cars must be off property by 9:30am prior to 10:00am start time
*Overnight security is provided Friday and Saturday night
Additional Food Vendor Information:

- No apple pie or ice cream may be sold since these items are served in the HBMS Dessert Tent. Vendors are, however, encouraged to add specialty “apple” items to their menus that can be prompted to Festival attendees. Please send the menu for approval by August 31, 2023.
- Signage with your company name and menu items should be attached to your booth.
- Vendors are prohibited from selling alcoholic beverages.
- Your booth footprint must fit in your stated space. Space will be allocated based on the dimensions that you submit with your application.

The following entities must be included on your general liability insurance policy for a minimum of $1,000,000 as additional insured:

- Historic Bethlehem Partnership Inc., and its Subsidiaries, and Lehigh County

- No open flames will be permitted in tents, including, but not limited to charcoal, wood, propane, or gasoline stoves. Cooking with open fires must be in compliance with the regulations of the City of Bethlehem.
- All tents used for cooking should be made of fire-retardant materials.
- Storage (boxes, etc.) must be either in the tent / booth or behind it; no storage will be permitted beside the tent/booth.
- Tents must be staked.
- There will be no dumping of batter, gray water or grease in dumpsters, in the Monocacy Creek, on the grass or anywhere on the premises.
- Vendors are responsible for their own garbage clean-up (i.e. cartons, cans etc.) Dumpsters will be provided for food garbage and recyclable items only.
- Your booth must be open both days of the Festival, during the hours of the Festival, rain or shine.
- No pets are permitted in food vendor tents at any time.
- Electricity is only available in designated areas and by prior arrangement. Food vendors are required to supply their own electric extension cords to plug into the Festival’s electrical system.
- Booth locations will be determined by the Festival organizers and are not subject to change.
- No non-food items may be sold from a food booth.
- Ice will be available for purchase from HBMS or may be supplied by individual vendors.
- Each vendor will leave their site in the same condition as when they first arrived.
- An application is a commitment to show. There will be no refunds given after acceptance.
Historic Bethlehem Museums and Sites will award vendor space based on the types of foods offered, quality of presentation, cleanliness of the booth, as well as the vendor’s experience in selling food at this type of event. Our goal is to have a balanced and wide variety of high-quality foods offered to the public at the Festival.

Checklist:

**HBMS Requirements:**

- [ ] Completed and signed HBMS application
- [ ] Utility requirements for all booth equipment
- [ ] Check or credit card information for HBMS vendor fee
- [ ] Liability Insurance with 3 entities listed above for dates of festival
- [ ] Copy of Menu with prices

**City of Bethlehem Requirements:**

- [ ] City of Bethlehem Special Events Vendor Application (attached)
- [ ] Business Privilege Tax license number (Call Tri State Financial if you do not have: 610-270-9520)
- [ ] ServSafe Manager Certificate (if you are serving or sampling any food or drink)
- [ ] Copy of Dept. of Agriculture License (for any food prepared offsite)
- [ ] Health and Fire Permit fees will be paid when picking up permit at City Hall

Forward all materials to the address below:

Historic Bethlehem Museums & Sites
Kristy Steier
74 West Broad Street      Suite #310
Bethlehem, Pa.  18018

**Further Information:**
Contact Kristy Steier, Event Director at ksteier@historicbethlehem.org for any questions.
APPLE DAYS FESTIVAL VENDOR APPLICATION

Business Name: _______________________________________________________________

Contact Person: _________________________________________________________________

Street Address: __________________________________________________________________

City: ___________________________ State: ___________ Zip: _______________

Phone (Home): ___________________________ (Work): __________________________________

Email: ______________________________ Website: _______________________________________

Business Privilege License #: __________________________

Size of Booth/Food Truck Space

List cooking and refrigeration equipment

<table>
<thead>
<tr>
<th>Description of Equipment</th>
<th>Amperage/Wattage</th>
<th>Voltage</th>
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Size of Tent/Food Truck

Events You Have Participated In Previously

<table>
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<tr>
<th>Event</th>
<th>Date(s)</th>
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Payment Form:
CHECK _____ CREDIT CARD (select one) MC _____ VISA _____ AMEX _____ DIS _____

Cardholder Name _____________________________ Account Number _______________________

Expiration Date ______________

Cardholder Signature ______________________________

(Should your application not be accepted, your payment will be returned to the address you listed above or your credit card information will not be processed.

Once accepted into the Apple Days Festival, and the deposit fee has been received, I agree to participate in the Festival and abide by the requirements set forth in the letter and application form. I hereby relieve the Historic Bethlehem Museums & Sites and its agents from any responsibility for damage, theft or injury to myself, my agents or property. I also understand that the Space Fee is non-refundable. Any changes to this application must be made in writing and approved by both parties.

Signature: _______________________________ Date: __________________