

Dear Valued Vendor,

We are celebrating 37 years of turning tongues blue at our Annual Blueberry Festival. Thank you for your interest in joining us as a food vendor for the Annual Blueberry 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 maintain our 20 historic buildings, 65,000 artifacts and provides 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, July 13 & 14, 2024

Below is the fee schedule and dates for completed applications to be submitted.

HBMS Food Vendor Applications Fee Schedule	Apply by June 17, 2024
10x10 Tent Space	\$450
10x20 Tent Space	\$650
20x20 Tent Space	\$800
Food Truck – (up to 15')	\$500
Food Truck – (15' to 20')	\$600

City Applications and Permit Fees	
City of Bethlehem Vendor Application - signed by Event Host	\$0.00
Business Privilege License from Tri State Financial	\$25.00
Health Department - required for serving OR sampling any food	\$41.00
Fire Review - required for any cooking or heating	\$15.00
Fire Permit - If requested by the city upon review of the application. Must be paid when picking up the permit from City Hall	TBD

Additional Food Vendor Information:

- **No blueberry pie or ice cream may be sold since these items are served in the HBMS Dessert Tent. Vendors are, however, encouraged to add specialty “blueberry” items to their menus that can be prompted to Festival attendees. A copy of menu items for purchase must be sent to the BBF event coordinator by July 1, 2024 for approval.**

- 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 Museums and Sites 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.

Historic Bethlehem Museums & 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 attendees 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 for assistance: 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
74 West Broad Street Suite 310
Bethlehem, Pa. 18018
Attn: Kristy Steier

Further Information:

Contact Kristy at ksteier@historicbethlehem.org for any questions.

Best,

Kristy Steier
Special Events Manager



BLUEBERRY 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

Description of Equipment	Amperage/Wattage	Voltage
Size of Tent/Food Truck		

Events you have previously participated in

Date(s)



Once accepted into the Blueberry Festival, and the deposit fee has been received by March 30 2024, I agree to participate in the Festival and abide by the requirements outlined 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 my property. I also understand that the Space Fee is non-refundable.

Signature: _____

Date: _____