

**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 and service organizations and commercial food vendors 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 or **an approved Commercial Food Vendor**.

If an eligible group wishes to participate in the Food Booth Program they must submit a completed Food Vendor Application signed by an Officer, Director or Owner

The submission of a completed application is not a guarantee of acceptance. The Food Booth Committee reserves the right to reject any food vendor application 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 and are based on actual front footage.

Donations from Commercial Vendors to our Shared Non-Profit Donation Fund will also be required. Donations are also based on front footage.

## **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.

In the event that all available vendor spaces are not filled by local Non-profit Service Organizations, the FBC will contract as many commercial vendors as needed to fill the event to capacity.

All Commercial Vendors selected will be required to make a separate donation to a Shared Non-Profit Donation Fund. This Fund will be distributed each year to local Non-Profits as directed by the Fort Ligonier Days, Inc. board of directors.

All Non-profit Service Organizations and all Commercial Vendors must comply with all rules and regulations of the event including all Ligonier Borough Ordinances.

## **INSURANCE**

All Non-profit Service Organizations and all Commercial Vendors must provide a Certificate of Liability Insurance in the amount of \$1,000,000.00. The certificate must name 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.

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 Waiver 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 without written permission.

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 where all equipment, work tables, prep tables and storage materials are placed directly on the ground.*

*The small space directly behind the 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 beyond the parking meters or white column supports.*

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 the FBC. Booth space exceptions are neither guaranteed nor grandfathered. Exceptions that are granted are for a single event year and 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 fire extinguisher training.

### **SIGNAGE**

All signs must be made of a weather proof material. All signs must be presented, displayed and maintained in a tasteful and professional manner. **Neon and Flashing signs are not permitted**

Every food booth may have only one overhead marquee-type sign per ten foot section of booth. Marquee signs may not be more than 4 foot in height and must be completely viewable above the crowd.

All overhead sign must prominently and boldly display all the major food items available.

Non-profit Service Organization should include the name of their organization on the marquee sign.

**All Commercial Vendor's marquee signs must have the approved Fort Ligonier Days Logo prominently displayed on each sign.** A copy of the official logo is available at the Ligonier Valley Chamber office.

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 organizations 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. **The appearance of all Food Service Workers 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 pre-approved food and non-alcoholic beverage is permitted.

The sales of alcohol and tobacco products are strictly prohibited.

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

### **PRODUCTS AND EXCLUSIVITY**

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 select items to specific 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 approved items listed on their application 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, regulations and recommendations that govern outdoor festival food service.

Due to the limited amount of electrical power available the use of LP gas cooking equipment is encouraged. 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 ash residue)

The use of an open flame cooking unit will require separate approval of the FBC and the Ligonier Borough VFD. The equipment may also require an inspection prior to approval.

The Request for Open Flame form must be filled out by the vendor and submitted to the FBC for review. Forms are available from the FBC.

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**

**For all commercial food vendors**

Fri: 9:00am to 7:00pm

Sat: 9:00am to 9:00pm

Sun: **10:30am** to after Closing Ceremony

Revised 2019

**Alternate Hours for Non-profit Organizations:**

Fri: Must Open by 11:00am – May Close 5:00pm to 7:00pm

Sat: Must Open by 10:00am – May Close 6:00pm to 9:00pm

Sun: Must Open by 12:00am – Must close after Closing Ceremony

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**

5:15 PM Food vendors with trailer-type booths only

6:15 PM All other non-trailer type booths may begin to set up.

**Vendors MAY NOT begin before allotted times.**

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**

**Tear down and vehicle entry permission will be made by two separate announcements.**

Tear down may not begin until the tear down announcement is made by a FBC representative over the PA system following the closing ceremonies.

**Vendor vehicles are not permitted in the Diamond area until specifically directed to do so by a FBC representative.**

The announcement to begin tear down will be given over the PA system.

**The vehicle permission will be announced in person to each individual vendor by a FBC representative. Do not bring your vehicle into the Diamond area until you are specifically told to do so.**

Your patience and cooperation 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 **30 AMPS. Limited 220 SERVICE IS AVAILABLE and assigned by special request.**

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

**If on 110 service please use battery powered drills. Electric drills will blow the power.**

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 LP GAS**

LP 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 two dumpster locations for all food booths will be located in the Town Hall parking lot and on West Cherry Alley behind the Methodist Church.

All trash barrels distributed around the Diamond and food booth area 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.

**All liquids must be disposed of in a leak-proof manner.  
Double bagging may be necessary.**

Only 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.

### **NO FRYING OIL DISPOSAL**

The FBC will no longer provide for the disposal of used fryer oil. All vendors must take their used oils with at the end of the festival.

### **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 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 organization upon request. No literature may be distributed or membership solicitation conducted outside your booth.

### **SMALL BILLS AND COINS**

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.

Revised 2019

**If approved, a 50% payment must be received by March 31<sup>st</sup> to secure a space.  
The remaining balance is payable by August 31st.  
A 5% discount is applicable if invoices are paid in full by March 31<sup>st</sup>.**

**Make All Checks Payable to: "Fort Ligonier Days, Inc.**

**Mail Application and Payment to:  
Fort Ligonier Days, Inc.  
P.O. Box 528  
Ligonier, PA 15658  
724-238-3000**

**Direct All Other Inquiries to:  
Fort Ligonier Days, Inc.  
120 East Main Street  
Ligonier, PA 15658  
724-238-4200**