

Pennsboro Pumpkin Fest



Vendor Agreement

Thank you for your interest in participating in the 27th Annual Pennsboro Pumpkin Fest. Since its establishment in 1998, the Pennsboro Pumpkin Fest has welcomed over 46,600 visitors, establishing itself as a premier event in the Mid-State area. We are dedicated to ensuring a safe, family-friendly weekend for all attendees. Vendor selection will prioritize Craft, Food and Township-Based Organizations. Other applicants (Businesses, Direct Sales, Non-Profit Organizations, etc.) will be considered based on available space. Please note that previous vendors are not guaranteed acceptance for the 2026 event. East Pennsboro Township representatives and the Pumpkin Fest Committee reserve the right to reject applications for any reason.

Vendor Name: _____

Event Contact Name (First & Last): _____

PENNSBORO PUMPKIN FEST
October 10, 2026, 9:30am-5:00pm
October 11 2026, 11:00am-5:00pm
Adams-Ricci Community Park, 100 East Penn Drive, Enola, PA 17025

General Rules & Regulations Apply to ALL Vendors

1. ALL Vendors must provide a Certificate of Insurance showing at least \$1,000,000 limit of General Liability stating that East Pennsboro Township, 98 S Enola Drive, Enola PA 17025, is an additional insured for the entirety of the event, Friday through Sunday. Once approved, upload the COI to RecDesk or email a copy to recreation@eastpennsboro.net.

Licensee shall provide the Township with proof of insurance having minimum policy limits of One Million Dollars per injury to general liability any one person, One Million Dollars per property damage to any one person, and One Million Dollars per accident or occurrence, which policy shall name the Township as an additional insured. In the event Licensee intends to sell prepared foods and /or other products, it shall provide the Township with proof of products liability insurance with the same minimum policy limits as the general liability policy described herein.

Licensee hereby indemnifies and holds the Township harmless from and against all claims and liability for personal injury, property damage or death, asserted by or on behalf of anyone, in any manner, either directly or indirectly, arising out of its activities or use of the licensed premises.

2. The following are STRICTLY PROHIBITED from being sold, given away or offered: weapons of any kind, including firearms, toy weapons, knives, pepper spray, tear gas or striking tools; obscene materials; body piercing; permanent tattoos; both medicinal and recreational drug-related items; gambling; open flames (except for cooking); sale or donation of live animals or pets of any kind (except goldfish). East Pennsboro Township representatives and the Pumpkin Fest Committee reserve the right to reject any application from any vendor offering unsuitable merchandise. This is a family-friendly event. Offensive displays or demonstrations unsuitable to be viewed by a child are prohibited.

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3. Unauthorized motor vehicles are prohibited in the immediate fair area during Pumpkin Fest hours of operation. These vehicles include golf carts, ATV's, motorcycles, cars or trucks. Skateboards, rollerblades and bicycles are also strictly prohibited in the event area.

4. No vendor is granted any type of exclusive rights for items they are selling. All vendors are subject to be limited in what products they may offer.

5. No electrical service is available for use by vendors.

6. Vendors may set up on Friday prior to the event, no earlier than 3:00 pm until 7:00 pm. Special accommodations can be made by contacting the Recreation Department. Trailers and booth items must be locked up. Vendor merchandise may not be stored overnight, out in the open. No merchandise or food items may be sold on Friday.

7. Vendors are not permitted to stay overnight on the premises.

8. Vendors set up starts at 7:00 am on Saturday, ready to open for business by 9:30 am Saturday and 11:00 am Sunday. All displays must be removed from the park by 8:00 pm on Sunday. The Township Police Department will have a patrol vehicle on the premises Friday and Saturday starting at 8:00 pm until 8:00 am. East Pennsboro Township, Township Staff and the Pumpkin Fest Committee volunteers assume no liability or responsibility for merchandise lost, stolen or damaged.

9. All vendors are required to participate on both Saturday, 9:30 am - 5 pm, and Sunday, 11 am - 5 pm. Early removal of displays is strictly prohibited; tear-down may not begin before 5:00 PM on either day. For questions regarding tear-down, please contact the Recreation Department at 717-732-0711 (option 3) no later than 12:00 PM on the Friday before Pumpkin Fest.

10. All vendors offering prize baskets, raffles, drawings and various other giveaways must choose a winner and attempt to present the prize or gift by 5:00 pm on the Sunday of the event. Vendors are subject to PA Law Act 92 of 2013 for registering their intent to conduct a drawing or raffle under the Small Games of Chance Rules. Gambling games of chance are not permitted.

11. Each vendor will receive one (1) parking permit per booth space purchased to access the designated Vendor Parking Lot. Vehicles may also be parked within your the booth space (25ft x 15ft for Food Trucks, 20ft x 20ft for all other Vendors) without a permit. Additional parking is available throughout the park or at Highmark. Handicap-Accessible parking is located nearest to the PPF Headquarters by the Caboose Entrance.

12. Unloading of equipment or moving equipment to your booth shall be the responsibility of the vendor. Do not block the area or aisles with your vehicle. Tables and tents are not provided. Pumpkin Fest Committee volunteers or park personnel will not be required to assist.

13. Township park rules and regulations are posted at the park entrances as well as the East Pennsboro Township website (www.eastpennsboro.net). The park rules must be obeyed during this event. EXCEPTION TO PARK RULES: Dogs and domesticated animals are prohibited on Adams-Ricci Community Park Fields A, B,C, D, T, and #3 (the immediate fair area) during Pumpkin Fest hours of Saturday 8 am – 5 pm and Sunday 10 am – 5 pm. Vendors are not allowed to have dogs or other pets in their booth space, working and/or service animals being the exception.

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14. Vendors who offer educational, political, religious and/or promotional material to the public may not attempt to force materials, influence and/or impose their ideals onto patrons or members of the public. Volunteers, workers and booth owners are confined to the area within their assigned space and may not canvass the park. Promotional material and exhibits are limited to the lined vendor space. Vendors may not place educational, promotional, political or religious material on parked cars during Pumpkin Fest. Advertising within the park outside your booth via signs, leaflets or handouts is not permitted.

15. Vendors may not interfere with the public's enjoyment of the Pumpkin Fest; the Event Director will request the individual(s) to leave the site immediately. If the individual(s) refuse to leave, local authorities will be contacted to assist in removing the individual(s) from the event site. Any vendor wishing to report an incident should go to the Police (if appropriate) or the Pumpkin Fest Headquarters.

16. Should you require a paper payment receipt, please enclose a self-addressed stamped envelope with your payment.

17. Your assigned vendor booth number(s) and vendor parking permit(s) for (1) vehicle per vendor space will be emailed 2 weeks prior to the date of the event. Other accommodations can be made by contacting the Recreation Department.

18. Vendors using tents must supply weights or rope anchors to ensure stability in high winds during the show.

19. Spaces cannot be subleased or given away to any other person or group. Encroachment on spaces not assigned to you is not permitted.

20. In the event you cancel your participation the week of the event, no refund will be given.

Special Requirements and Rules:

All Food Vendors, Not for Profit Food Vendors, Amusement & Entertainment Vendors

1. All food vendors must provide East Pennsboro Township with a copy of their Retail Food License or a Limited Food Establishment Permit. For any food safety or license questions, contact the Commonwealth of Pennsylvania Food Program Specialist at RA-FoodSafety@pa.gov or 717-787-4315.

2. All food vendors are required to use utensils and wear gloves when handling food at the event. All those handling food will abide by the East Pennsboro Township food regulations. All food vendors are required to display food establishment permit (state or local) and ServSafe certificates during the event.

3. Truck or car idling is NOT allowed. The use of generators is also discouraged. If a generator is necessary, they must be muffled, vented and shielded from the public. The noise level must not exceed 70db. Generator use is limited to the space assigned. Generators may not exhaust fumes into the visitor walkway. Vendors with loud generators must attempt to reduce the noise level and exhaust

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during the event. Vendors may be asked to move to another edge space away from visitor traffic. Vendors who make no attempt to reduce the noise of the generator will have their application rejected for the following year.

5. Food Vendors should submit a list of all food items or complete menu of items they intend to sell at this event with their application/payment. All food vendors' menu items will be reviewed and duplicate menu items may be limited, up to the discretion of the Recreation Department.

6. Food Vendors who cannot fit their trailer into a 25ft x 15ft space will need to purchase additional spaces, \$200.00 apiece. Large trailers may not be parked outside of the assigned space or adjacent vendor's spaces. Corridors for visitors must be kept clear during the event.

7. Do not dump grease or cooking ingredients onto the event field. The Food Vendor must remove hot oil from the park at the end of the event. Stack vendor waste bags in the blue containers positioned in the corridors. Township personnel will pick up bagged waste at the end of the event.

By my signature, I certify that Vendor listed above and its representative(s) agree to abide by the rules and regulations developed by the Pumpkin Fest Committee as outlined above. Failure to comply with these general rules and provisions can result in your group's immediate expulsion from the event with no refund. Vendor agrees to indemnify, defend and hold harmless, East Pennsboro Pumpkin Fest and East Pennsboro Township Commissioners, volunteers, staff and residents from any liability including personal injury or death, any losses due to weather, lack of business or any other reason that results from Vendor's operation at the Pennsboro Pumpkin Fest set forth above.

Signature (Required): _____

Date: _____

**East Pennsboro Township
Attn: Recreation
98 S Enola Drive
Enola, PA 17025**

Visit eastpennsboro.net or East Pennsboro Township Parks & Recreation Facebook page for more information. Questions can be directed to recreation@eastpennsboro.net or 717-732-0711, option 3.

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PPF 2026 Vendor Information Form

Applications are due by September 1 to avoid a late fee. Please type or write legibly. Register online at eastpennsboro.recdesk.com. All Vendors must create a RecDesk account to register for Pumpkin Fest, whether applying online or by paper application.

Vendor Name: _____

Vendor Type: Food Truck/Trailer 25'x15' space, all other vendors 20'x20' booth space. *Add \$25 Late Fee after September 1

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|------------------------------|---------------------------------|
| Food Truck/Trailer \$400* | Food Booth/Stand \$350* |
| Non-Profit Food Booth \$200* | Direct Sales & Business \$200* |
| Craftsman/Artist \$150* | Township-Based Com/Civic \$150* |
| Non-Profit (501c3) \$100* | Other: _____ |

Payment is required when applying or invoiced by email: credit card, cash or check made payable to East Pennsboro Township. Refunds will be issued to vendors not selected for the event.

Requested Number of Booth Spaces: _____
If your booth, stand, truck or trailer does not fit within the space, additional spaces & fees should be added or will be invoiced to your account.

Event Contact Name (First & Last): _____

Address: _____

Phone: _____

Email: _____

Generator?: Yes No

Will you set up on Friday prior to the event from 3-7pm?:
no additional fee for early set-up

Yes No

List ALL items for sale/being offered. Attach a separate sheet or menu if necessary:
