

Pennsboro Pumpkin Fest



Vendor Agreement

Thank you for your interest in participating in the 26th 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 2025 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 11, 2025, 9:30am-5:00pm
October 12 2025, 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 East Pennsboro Township Recreation Department a Certificate of Insurance showing at least \$1,000,000 limit of General Liability stating that East Pennsboro Township is an additional insured for the period of Friday, October 10, 2025 until Sunday, October 12, 2025.

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; alcoholic beverages; 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.

Pennsboro Pumpkin Fest

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 start setting up on Friday, October 10 no earlier than 3:00 pm until 7:00 pm. You must check this service on your application. Special accommodations can be made by contacting the Event Coordinator. 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 may begin set up on Saturday after 7:00 am, 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 October 10th and 11th 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. Absolutely no removal of displays before 5:00 pm Saturday and Sunday. If you have any questions regarding tear-down, call the Recreation Department at 717-732-0711, option 3 prior to 12:00pm 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 vendor space for a vehicle during Pumpkin Fest. This allows for parking in the designated Vendor Parking Lot behind the Gazebo Stage. Vehicles may 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.

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.

Pennsboro Pumpkin Fest

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 Information Booth.

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 vendors must provide East Pennsboro Township Recreation Department a Certificate of Insurance showing at least \$1,000,000 limit of General Liability stating that East Pennsboro Township is an additional insured for the period of Friday, October 12, 2025 until Sunday, October 12, 2025.

2. 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 Heather Sanders, Food Program Specialist, at hesanders@pa.gov or 223-666-2559.

3. All food vendors are required to use utensils or 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.

4. 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

Pennsboro Pumpkin Fest

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 Pumpkin Fest Committee.

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.

Pennsboro Pumpkin Fest



PPF Vendor Information Form

All agreements and vendor forms due by September 1 to avoid late application fee of \$25.00.

Vendor Name: _____

Vendor Type: *Food Truck/Trailer 25'x15' space, all other vendors 20'x20' booth space.*

Food Truck/Trailer \$400

Food Booth/Stand \$350

Non-Profit Food Both \$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: _____
additional spaces will be charged the same amount as vendor type fee.

Event Contact Name (First & Last): _____

Address: _____

Phone: _____

Email: _____

Generator?:

☐ Yes ☐ No

Will you set up on Friday, October 10th from 3-7pm?:
no additional fee for early set-up

☐ Yes ☐ No

List ALL items for sale/being offered:

