

# LOWER GWYNEDD TOWNSHIP FOOD TRUCK VENDOR APPLICATION

# PIKE FEST

Lower Gwynedd Township

September 14, 2019

**Date:** Saturday, September 14, 2019 (rain or shine)

**Event Time:** 10:00am to 4:00pm

**Location:** On Bethlehem Pike in Spring House, PA,  
between Penllyn Pike and Sheble Lane.

**Pike Fest** is a street festival celebrating our community that will feature live entertainment, amusements for kids, art and craft vendors, local restaurants, local retail/service providers and food trucks. The Pike Fest is the perfect opportunity to promote and showcase your food truck.

**2019 Food Truck Fees:** \$100.00 application fee.

**Completion and submission of the food truck application, as well as fees, are due by June 28, 2019** to confirm your participation in the Pike Fest.

We are committed to ensuring food truck variety to prevent competition with other food truck vendors as well as any restaurants that are participating in the Pike Fest.

**Proceeds:** Food trucks keep 100% of their sales on the day of the event.

## **Operating License and Insurance:**

Food truck vendors must provide Lower Gwynedd Township with a copy of their current Operating License no later than 1 month prior to the event.

Food truck vendors must provide a current copy of their Insurance Certificate naming Lower Gwynedd Township and its employees as additional insured's subject to the limits specified below or required by law, whichever is greater:

1.1 The Vendor shall purchase and maintain the following insurance coverage at not less than the limits specified below or required by law, whichever is greater:

2.1.1 - Commercial general liability insurance or its equivalent for bodily injury, personal injury and property damage including loss of use, with minimum limits of:

- \$ 1,000,000 each occurrence;
- \$ 1,000,000 personal and advertising injury;
- \$ 2,000,000 general aggregate; and
- \$ 1,000,000 products/completed operations aggregate.

This insurance shall include coverage for all of the following:

i. Liability arising from premises and operations;

2.1.2 - Business auto liability insurance or its equivalent with a minimum limit of \$1,000,000 per accident and including coverage for all of the following:

i. Liability arising out of the ownership, maintenance or use of any auto (if no owned autos, then hired and non-owned autos);

2.1.3 - If the Vendor has any employees, workers compensation insurance or its equivalent with statutory benefits as required by any state or Federal law, including standard "other states" coverage; employer's liability insurance or its equivalent with minimum limits of:

- \$ 100,000 each accident for bodily injury by accident;
- \$ 100,000 each employee for bodily injury by disease; and
- \$ 500,000 policy limit for bodily injury by disease.

2.1.4 - If the Vendor is an individual or sole proprietor operating without workers compensation coverage, personal health insurance or its equivalent.

2.1.5 - Umbrella excess liability or excess liability insurance or its equivalent with minimum limits of:

- \$ 1,000,000 per occurrence;
- \$ 1,000,000 aggregate for other than products/completed operations and auto liability; and
- \$ 1,000,000 products/completed operations aggregate

And including all of the following coverage on the applicable schedule of underlying insurance:

- i. Commercial general liability;
- ii. Business auto liability; and
- iii. Employers liability.

Current insurance certificate is required **no later** than 4 weeks prior to the event. No food truck vendor will be allowed to set up without this certificate of insurance.

**Space Assignments:** Food truck locations will be determined 2 weeks before the date of the event and information regarding your truck's location will be sent to you via email. All food trucks will be located directly on Bethlehem Pike.

**Set-Up/Teardown Details:** Food trucks may begin to arrive as early as 7:30 am on Saturday, September 14, 2019. All set-up must be complete in your designated location on Bethlehem Pike no later than 8:45 am. **Necessary inspections by the Fire Marshall must be complete before the beginning of the Pike Fest at 10:00 am (see attached Safety Check List). All trucks MUST have a current inspected fire extinguisher. All items on the Safety Checklist must be present or complete to open for business.** All support vehicles must be off of Bethlehem Pike by 9:45 am and parked in the designated festival parking lot. All food trucks are required to stay for the entirety of the Pike Fest. Teardown may begin at 4:00 pm. All food trucks must be removed from Bethlehem Pike no later than 5:00 pm.

**Food Safety:** Proper health and sanitary food service guidelines must be followed as set by the Montgomery County Department of Health.

**Inclement Weather:** There is NO rain date for the Pike Fest. If weather prevents us from hosting what is deemed a "safe event", you will receive a 100% refund of fees paid.

**Utilities:** All food trucks must be self-sufficient. Electricity and water will not be supplied. An ample amount of trash and recycling receptacles will be available. Lower Gwynedd Township employees/volunteers will pick up trash containers periodically throughout the event hours. Food truck vendors must assist in every way to prevent trash build-up.

**Clean-Up:** All food truck vendors must clear their designated space of all trash and debris. **Do not** dump water or any other liquid on the pavement. **Do not** throw grease on the pavement. All grease must be disposed of in proper containers only.

**Alcoholic Beverages:** The sale and use of alcoholic beverages by food trucks is prohibited.

**Pricing/Menu:** Food truck vendors must post all prices/menu in a legible manner and in a visible place on your food truck for your prospective customers. **We are strongly suggesting that all Food Trucks accept some form of a credit card option. If you are only accepting cash it must be visible on the truck.**

**DEADLINES:**

*June 28, 2019	Completed food truck application and \$100.00 application fee due
*August 14, 2019	Copy of Operating License and copy of current Insurance Certificate due

Please email [LGPIkefest@lowergwynedd.org](mailto:LGPIkefest@lowergwynedd.org) with any questions.

Follow us on Facebook "Lower Gwynedd Pike Fest"

Additional information is available on [www.lowergwynedd.org](http://www.lowergwynedd.org) under the Pike Fest page.

**LOWER GWYNEDD TOWNSHIP  
PIKE FEST  
FOOD TRUCK VENDOR APPLICATION**

**CONTACT INFORMATION**

Company Name:		
Owner:		
Contact Person:		
Mailing Address:		
City:	State:	Zip Code:
Tax ID #:		
Phone #:	Fax #:	
Cell Phone #:		
Email:		
Website Address:		
Facebook:	Twitter:	
Description of Product & Pricing:		
Does Your Truck Accept Credit Cards: _____ Yes _____ No		

**FOOD TRUCK INFORMATION**

License Plate #:	State:	
Truck Height:	Weight:	Length:
Amount of space needed for food truck:		
Window(s): Please specify window locations and how they are used for ordering and serving		
Describe power sources:		

I have received, read and agree to abide by the Lower Gwynedd Township Pike Fest “Food Truck Vendor” rules and regulations.

To the fullest extent permitted by law, Vendor agrees to defend, indemnify, pay on behalf of, and save harmless the Township of Lower Gwynedd, its elected and appointed officials, agents, employees, and authorized volunteers against any and all claims, liability, demands, suits or loss, including attorneys’ fees and all other costs connected therewith, arising out of or connected to the services provided by Vendor under this Contract. The Vendor’s obligation to defend and indemnify shall survive the termination of this Contract.

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_

Please make out your check to “**Lower Gwynedd Township**” and mail to the address below. Required documents needed prior to the event may also be mailed to this address, or emailed to [lgpikefest@lowergwynedd.org](mailto:lgpikefest@lowergwynedd.org).

Lower Gwynedd Township  
Pike Fest  
1130 N. Bethlehem Pike  
P.O. Box 625  
Spring House, PA 19477