

# TRAPPE COMMUNITY DAY

Water Works Park, 230 West First Avenue, Trappe

10:00 am to 4:30 pm

Saturday, September 24, 2016

(rain date October 1<sup>st</sup>)

## FOOD VENDOR APPLICATION

### APPLICATION REQUIREMENTS:

**NOTE:** *Applications will be rejected without inclusion of these items.*

- Completed "Food Vendor Application" in Borough office by Firm Deadline on back of Application
- Certificate of Insurance with Trappe Borough named as additional insured certificate holder
- Copy of valid Montgomery County Dept. of Health License
- Fee

### TELL US ABOUT YOUR BUSINESS & YOUR "TRAPPE DAY" CONTACTS:

Contact Name: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Business Telephone: \_\_\_\_\_

Non-Business Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

*(In the Event of Postponement or Cancellation)*

### TELL US ABOUT YOUR NEEDS & PLANS:

What size space will you need? \_\_\_\_\_

Will you require electrical service?       YES       NO

*(NOTE: Default for unmarked is "NO." If yes, you must supply your own 25' – 50' extension cord)*

Foods to be sold: \_\_\_\_\_

\_\_\_\_\_

**FEE OPTIONS:** Indicate option selected

- ➤ **OPTION #1:**  
\$125 – Make checks payable to “*Trappe Borough*”  
  
***NOTE: Early-Bird Registration rate = \$100  
if received in Borough office by June 1, 2016!***
- ➤ **OPTION #2:** “In-Kind” service donation  
(Written notification of approval from Trappe Day Committee must be included with application)
- ➤ **OPTION #3:** All non-profit businesses  
(Copy of IRS determination letter must be included with application)

*Regardless of Fee Option selected...  
all Application Requirements (found on page 1) must be submitted*

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**REMINDERS & HELPFUL INFORMATION:**

*For your own reference, please make a copy of this complete form prior to submission.*

- Map of assigned locations will be available at check-in the day of the event
- Completed Set-up by 9:30 AM; Break-down by 4:30 PM day of event
- **Participants must supply your own table & extension cord (if applicable)**
- Additional copies of this form are available at [www.trappeborough.com](http://www.trappeborough.com)
- Questions? Contact Ellen Goodman at 610-489-7181, ext. 102 or [admin.assistant@trappeborough.com](mailto:admin.assistant@trappeborough.com)

**FIRM DEADLINE FOR  
ACCEPTANCE OF APPLICATIONS:**  
  
***JULY 29, 2016***

**Mail or bring all “Application Requirements” to:**  
**525 West Main Street, Trappe, PA 19426**  
**Business Hours: Weekdays 8:00 AM – 4:30 PM**