



306 West Main Street, Kutztown, PA 19530 (484)646-9069 www.kutztownpartnership.org

KUTZTOWN COMMUNITY PARTNERSHIP'S ANNUAL DINNER ON MAIN AUGUST 2, 2024 6 PM 10 PM

What is Dinner on Main?

Kutztown Community Partnership (KCP) has hosted a dinner celebration on Main Street since 2015 to showcase the various restaurants serving the Kutztown area. Due to COVID, the event was postponed for a bit but, we are ready to celebrate Kutztown this year. The 200 block of Main Street will be closed to traffic as local restaurants set up along the street to cook and serve up to three small plate options to attendees. The event allows participants to showcase their creative sides as attendees will vote on their favorite menu item, deeming that participant the People's Choice for 2024.

Date and Time

Friday, August 2nd, 2024 from 6 pm to 10 pm

Raindate: Saturday, August 3rd, 2024 6 pm - 10 pm

Set up begins no earlier than 5 pm and must be completed no later than 5:45 pm. Break down and clean up must begin no earlier than 10 pm and must be completed by 11 pm.

Vendor Cost

Booth spaces are available for \$70 per space. Booth space is limited to a single 12'x12' booth (including all wires, stakes, poles, etc.) All items being sold or displayed must be contained in booth space.

Accepted vendors agree to contribute 10% of sales to Kutztown Community Partnership.

Details

This is an outdoor event and vendors are expected to be prepared for any type of weather. Weights of at least 25 lbs per leg are required for all tenants, canopies, and pop-ups.

All applications (attached) must be submitted by June 14th, 2024.

Selection of food vendors will be based on menu creativity, community engagement, and prompt receipt of the completed application package. Checks for applications not accepted to the 2024 event will be returned no later than June 18, 2024. There will be NO REFUNDS for accepted vendors after June 14, 2024.

NO electrical connections are available. If you plan to use a generator, please indicate this on the application.

A current Certificate of Insurance is required for all vendors naming **Kutztown Community Partnership** as an additional insured. A Certificate of Insurance is required upon acceptance to the event and must be received no later than June 14, 2024.

The exhibitor will be responsible for being open during the entire event. You cannot vacate early. Your booth must be neat, attractive, and well-maintained. Signage with visible and clear pricing is required.

You are responsible for setting up, maintaining, and removing your own booth, merchandise, and trash. **Each vendor must provide its own tables, equipment, signs, (2) 33-gallon trash containers to be placed outside the booth, trash containers for inside the booth, and an adequate supply of 33-gallon trash bags. We also recommend lighting for the inside of your tent.**

You are required to abide by all regulations set forth by the PA Department of Agriculture and the best practices outlined in the ServSafe program. A basic handwashing station consisting of hot water, soap, a catch basin, and paper towels for hand drying must be present in all food serving areas. Food prepared outside of the food space should be transported in covered dishes and remain at safe temperatures (at or below 40 degrees for cold items, and above 135 degrees for hot items) and maintained at safe temperatures through serving. As a participant, you are subject to inspection by the PA Department of Agriculture.

KCP Dinner on Main Contact

Barbara Vogelgesang - Outreach Director
Phone 484-646-9069
Email: kutztownpartnership@gmail.com

Please mail or email the following items for approval:

- Application
- Payment
- Affirmation & Liability Release

You must have your booth completely removed and area cleaned by no later than 11 pm.

KEEP THESE COVER SHEETS FOR YOUR INFORMATION.

**KUTZTOWN COMMUNITY PARTNERSHIP'S ANNUAL DINNER ON MAIN
VENDOR APPLICATION**

BUSINESS NAME: _____

Contact Name: _____

Phone: _____

Street or PO Box: _____

City: _____ State: _____ Zip: _____

Email Address (required): _____

Social Media: *(Please spell out exact user handle or link to page)*

Facebook: _____

Instagram: _____

Other: _____

____ 12'X12" VENDOR SPACE - \$70 Due by June 14, 2024

____ Do you plan to use a generator? *Extension cords & lights NOT provided.*

____ Do you need electric?

____ I understand that I will be asked to contribute 10% of my event sales to KCP.

PROPOSED ENU WITH PROPOSED PRICES FOR 2024 KUTZTOWN DINNER ON
MAIN.

(vendor application continued)

MENU SUGGESTIONS:

We recommend the following when developing your proposed menu and prices:

- Please include items that are easily eaten by hand while standing or on the move mingling with fellow community members.
- Please include items that are celebratory of Kutztown's heritage.
- Please include items that are smaller versions of your signature menu items.
- Please include items that can be easily shared to be able to purchase and enjoy items from multiple vendors.

Please submit your proposed menu at the time of application. This is so we may advertise all participating restaurants' menus. Any necessary changes to your menu can be made before Monday, July 30 so menus can be printed and handed out to all attendees. Attendees will be asked to vote on their favorite menu item at the event. The item with the most votes will be deemed the "People's Choice" for 2024.

PAYMENT BY CHECK

Please make all checks payable to Kutztown Community Partnership.

Mail to:

Kutztown Community Partnership

Attn: Dinner on Main

306 W. Main St. Kutztown PA 19530

(vendor application continued)

AFFIRMATION & LIABILITY RELEASE

The deadline is June 14, 2024. Vendor hereby requests permission to display and sell the products and/or services listed above. Further, the KUTZTOWN COMMUNITY PARTNERSHIP reserves the right to approve any product/item a vendor may wish to sell or dispense as well as limit the number of concessions selling the same product/time. DO NOT bring items to Dinner on Main unless previously approved. On the day of the event, our standards committee will be monitoring compliance.

By signing this application, I acknowledge that the **KUTZTOWN COMMUNITY PARTNERSHIP** is subject to various weather conditions and state and federal safety and health regulations— NO refund of application fees. Exhibits must remain open until closing.

I, _____, hereby affirm that I have been well advised and am thoroughly informed of the inherent hazards and policies of the event. I know that by participating in the **2024 KUTZTOWN DINNER ON MAIN**, I am exposing myself to certain known and unknown liabilities in my direct and indirect actions with the public and invitees of this event. I also understand that if I choose to hire help for the event, then I am directly responsible for their actions or injury. I hereby personally assume all risks associated with my voluntary participation in this event for any harm, injury, or damage that may befall me or any employee or temporary help, as a result of my participation, whether foreseen or unforeseen.

I understand and agree that Kutztown Community Partnership located in Berks County in the state of Pennsylvania, their members and/or directors and officers may not be held liable in any way for any occurrence in connection with my participation in the **2024 Kutztown Dinner On Main** that may result in injury, death, or other damages to me or my family, heirs, or assigns, and in consideration of being allowed to participate in this event, I hereby personally assume all risks in connection with said event for any injury, harm or damage that may befall me, including all risks connected therewith, whether foreseen or unforeseen and further to save and hold harmless said event and persons from any claim by me, or my family, estate, heirs or assigns arising out of my participation in this events.

I further state that I am of lawful age and legally competent to sign this affirmation and release, or that I have acquired the written consent of my parents or guardians; that I understand the terms herein and are contractual and not a mere recital; and that I have signed this document of my own free will.

(vendor application continued)

It is my intention affirmed by my signature below to exempt and release **2024 Kutztown Dinner on Main and Kutztown Community Partnership** their members, directors, and officers from all liability whatsoever for personal injury, employer's liability, and workers' compensation, property damage, or wrongful death arising out of or in the course of my participation in this event.

I HAVE FULLY INFORMED MYSELF OF THE CONTENTS OF THIS AFFIRMATION AND RELEASE BY READING IT BEFORE I SIGN IT.

Applicant Signature: _____ Date: _____

Please print name: _____

Company Name: _____

The above named has read and understands the general information, procedures, and conditions and seeks admission as a concessionaire. Kutztown Community Partnership reserves the right to refuse any application. Submission of this application does not guarantee a space.