

EDGMONT TOWNSHIP COMMUNITY DAY FOOD TRUCK / FOOD VENDOR APPLICATION

1000 Gradyville Road, Newtown Square, PA 19073

(P) 610-459-1662

Email: Edgmontadmin@edgmont.org



DATE: Saturday, September 6, 2025 (RAIN or SHINE)

TIME: 10:00 a.m. to 3:00 p.m.

Vendor set-up time 7:30 a.m., ready to sell at 9:45 a.m.

LOCATION: Arasapha Farms, 1835 Middletown Rd., Glen Mills, PA

DUE BY: August 22, 2025 (or when spaces sell out)

ORGANIZATION/BUSINESS NAME: _____

CONTACT PERSON: _____

DIRECT PHONE #: _____ **E-MAIL:** _____

MAILING ADDRESS: _____

Note: Vendor locations will be assigned upon arrival beginning at 7:30 a.m. the morning of the event. **No vehicles will be permitted to drive into the event area after 9:30 a.m.** All vendors must be set up by **9:45 a.m.**

Food Vendors & Trucks please submit the following forms:

- Vendor application
- Vendor Terms & Conditions
- Waiver of Liability
- Payment (check or credit card online - see below for amount)
- A certificate of insurance. *The certificate of insurance must name both Edgmont Township and Arasapha Farms, LLC., 1835 Middletown Road, Glen Mills, Pa. 19342 as additionally insureds.*
- You will also need to get a DCHC Temporary License (see the last page for more information)

Food Truck/Trailer - \$60.00. Please note the size / length of truck/trailer: _____

OR

Food Vendor – 10' x 10' Tent - \$30.00

NOTE: Your tent **MUST** have weights to hold the tent down. Yes, my tent has weights.

Please note you will be held responsible for damages if your tent injures a person or damages another person's property (e.g., their vehicle, booth, tent, etc.).

Do you need electric Yes No

Please provide a description of food items offered: _____

If you require special accommodations, please list: _____

Submitting form online & paying online:

Email form to: Edgmontadmin@edgmont.org

Payment: www.edgmont.org/finance

When making an online payment, for the payment item please choose “permit”. In the payment item detail list, type in “Edgmont Twp Community Day and your company name”.

OR

Mail form & payment to: (Please make checks payable to “Edgmont Township”)

Edgmont Township

Attn: Community Day Committee

1000 Gradyville Road

Newtown Square, PA 19073

Any incomplete applications and applications without payment will not be accepted. Applications are accepted on a first come, first serve basis. Space is limited, so please submit your application as soon as possible to reserve your spot! We look forward to seeing you!

AMOUNT ENCLOSED: \$ _____

SIGNATURE: _____ **DATE:** _____

Print Name: _____

***** OFFICIAL USE ONLY BELOW THIS LINE *****

Date Registration Received: _____ Received By: Email Mail Walk-In

Date Payment Received: _____

Check Amount: _____ CC Amount: _____ Cash Amount: _____

RECEIVED:

Signed Terms & Conditions _____

Waiver of Liability _____

COI _____

DCHD Temp. License _____

Date Confirmation Sent to Applicant: _____



EDGMONT TOWNSHIP COMMUNITY DAY VENDOR TERMS & CONDITIONS*

1. **Set up/Break Down:** All vendors must be set up and/or ready to sell by 9:45 a.m. You may begin setting up at 7:30 a.m. the day of the event. 1 car per spot, no exceptions. **No vehicles will be permitted to drive into the event area after 9:30 a.m.** Vendors arriving after 9:30 a.m. must park in the general parking area and hand-carry items to your vendor spot. Breakdown can start no sooner than 2:30 p.m. Sellers are responsible for their selling spaces. Before leaving, be sure your area is clean and trash-free.
2. **Staffing:** A representative must be present/on site to work vendor spot/booths. Vendors may not leave their space unattended for the entire event. However, vendors are permitted to leave their vendor spaces unattended for short periods of time to explore the event.
3. **Vendor Responsibility:** Vendors will be fully responsible for any loss or damage to vendor property by theft, fire, or other casualty. Edgmont Township, the Community Day Committee, and Arasapha Farms, LLC. expressly disclaims any responsibility or liability as a result of theft, fire, or casualty claims. Vendors shall be responsible for any damage which may be incurred to the facilities as a result of, or in connection with its operation. Each vendor is responsible for the conduct of their employees and/or representatives, and activities must not detract from the image and/or health, safety, & welfare of the event.
4. **Vehicle Parking:** Vendors are permitted to have **ONE** vehicle at their vendor spot, no exceptions. If you have more than one car, the second vehicle will need to be parked in the general parking area. **Vehicles will not be permitted to drive into event area after 9:30 a.m.** and are not permitted to leave the event until it is officially over.
5. **Vendor Duplicates:** There is the possibility that a vendor may be selling the same or similar offerings as you. You may inquire with the Edgmont Township Community Day Committee about registered vendors prior to applying if this something that would prevent attendance.
6. **Vendor Spaces:** Vendor locations will be assigned upon arrival beginning at 7:30 a.m. the morning of the event. **No vehicles will be permitted to drive into the event area after 9:30 a.m.** Vendors arriving after 9:30 a.m. must park in the general parking area and hand-carry items to your vendor location. All vendors must be set-up by 9:45 a.m. Vendors must ensure that none of their display equipment extends beyond the space they have booked. This includes any stand or additional furnishings.
7. **One Vendor per Spot:** Only one (1) vendor per spot. Space may not be sublet or shared.
8. **Music:** Vendors are not permitted to play their own music.
9. **Tent, Table and Chairs:** Each vendor is to supply their own tent, table, chairs, and electricity/generator if necessary. We highly recommend bringing a tent to provide shelter from the weather & sun. **Your tent MUST have weights to hold the tent down.** Please note you will be held responsible for damages if your tent injures a person or damages another person's property (e.g., their vehicle, booth, tent, etc.).
10. **Payment:** The full payment is a non-refundable registration fee required to reserve your vendor spot and is due with the submission of this agreement. This fee will be used to cover advertising and other incidental costs associated with the production of this event.
11. **Cancellation of Space:** Application fees are non-refundable. Edgmont Township, the Community Day Committee, and Arasapha Farms, LLC. are not liable if weather and/or other conditions prevent the vendor from attending and fulfilling the contractual obligation as an exhibitor. No refunds will be made for weather, accident, health, or other causes for non-participation.
12. **Indemnification:** Vendor agrees to and hereby does indemnify and hold harmless Edgmont Township, the Community Day Committee, and Arasapha Farms, LLC. from and against any loss, expense, claims, damages, causes of action, injuries, suits to person or property, of any kind or nature, and whether direct or indirect, including attorney's fees, arising from, or related to the operation of the vendor at the Edgmont Township Community Day, or the event itself.
13. **Misc.:** Vendors shall not solicit or canvass other sponsors, vendors, patrons or attendees, outside of the sponsor's assigned space.

Intending to be legally bound, I have read and agree to the above terms:

Signature _____ Printed Name _____
Business/Organization _____ Date _____

*Certain terms and conditions may not apply to food vendors and/or activities/performers. If you have special needs based on ADA requirements, please include these requirements on your application & we will make every effort to accommodate you.



EDGMONT TOWNSHIP COMMUNITY DAY WAIVER OF LIABILITY

In consideration of my/our participation as a vendor (Vendor) in the Edgmont Township Community Day event (Community Day), the undersigned on its own behalf and on behalf of its heirs, personal representatives, officers, members, shareholders, partners, agents, employees, successors, and assigns, agrees to and does release and hold Edgmont Township, its elected and appointed officials, employees, contractors, agents, volunteers, successors, and assigns, and Arasapha Farms, LLC. from and against, any and all claims, suits, judgments, and demands whatsoever, arising directly or indirectly in connection with Vendor's participation in Community Day.

By signing below, I acknowledge that I have read and understood this Waiver of Liability and further understand that the terms contained herein are contractual and not merely recitals.

Intending to be legally bound, I have read and agree to the above terms:

Signature _____

Printed Name _____

Business/Organization _____

Date _____

Delaware County Health Department (DCHD) Temporary License Information:

As Delaware County now has a Health Department, they require ALL food trucks to have a TEMPORARY LICENSE for events that they are attending (even if you have a yearly license with DCHD). The yearly license is for your business and the temporary license is for our event.

If you have a **food truck with a yearly license** – you will need to fill out only the first page of the temporary license and do not have to pay the fee with DCHD.

If you are a **restaurant with a food truck and you have a yearly license** - you will need to fill out the first page of the temporary form and do not have to pay the fee with DCHD.

If you are a **restaurant without a food truck and you have a yearly license** (and will be setting up a tent and tables) - you will need to fill out the whole temporary form and do not have to pay the fee with DCHD.

If you DO NOT have a yearly license with DCHD: You will need to submit the temporary license & fill out the whole temporary form and pay the fee with DCHD.

In filling out the DCHD form, here is the information on our event:

Event Name: Edgmont Township Community Day

Event Address: 1835 Middletown Road, Glen Mills, Pa. 19342

Event Municipality: Edgmont Township

Event Date: September 6, 2025

Event Time: 10:00 am – 3:00 pm

Event Set-Up Time: 7:30 am – 9:45 am

Organizer Contact Person: Anne Rapposelli, Phone - 610-459-1662, Email - Edgmontadmin@edgmont.org .

If you have any questions with the DCHD form, please contact:

Shahida Parker-Johnson

Delaware County Health Department

Baldwin Tower, Suite 700

1510 Chester Pike

Eddystone, Pa. 19022

Work phone: 484-846-3795

Email: Parker-JohnsonS@co.delaware.pa.us