



PLEASE READ CAREFULLY. THERE HAVE BEEN SOME IMPORTANT CHANGES.

**2016 FALL PUMPKIN FEST
CONNEAUT LAKE PARK
CONNEAUT LAKE, PA
FOOD VENDOR INFO**

The 26th annual Fall Pumpkin Fest will be held on Friday, Saturday, & Sunday, October 14, 15, & 16, 2016, with the main festival activities at Conneaut Lake Park. The parade will be held in downtown Conneaut Lake on Sat., Oct. 15 @ 10 am.

FESTIVAL HOURS:

Friday,	October 14	2 pm-7 pm
Saturday	October 15	10 am-7 pm
Sunday	October 16	10 am-5 pm

SET-UP DATES & TIMES FOR FOOD VENDORS:

Wednesday	October 12	9 am-7 pm
Thursday	October 13	9 am-7 pm

- All vendors will be required to submit sales tax license numbers. Food Vendors must submit a certificate of insurance and food establishment license.
- All vendors will be required to be open and operate for all three days. If you choose to leave the festival without permission, you will not be invited back next year.
- Tear down is not permitted before 5 p.m., Sunday, October 16, 2016.
- **ABSOLUTELY NO VEHICLES ON SITE BEFORE 5 P.M. ON SUNDAY.**
- The festival will be held rain or shine on the scheduled dates and no refunds will be made due to adverse weather.
- All vendors/exhibitors shall furnish all necessary equipment for their booths including extension cords, tables, chairs, lights, etc.
- Vendors utilizing tents/canopies **MUST** be prepared to use weights instead of stakes to secure the tent/canopy in the event that your set-up is on pavement instead of grass. If stakes are used, they must be taped or barricaded off between tents.
- Electricity, both 110 & 220 will be available in most of the festival area. Water supply will also be available for those vendors requiring it. **Absolutely no generators will be permitted to be run during the festival.**
- **CAMPING**—Staying in a vehicle on your site overnight is not permitted without pre-approval. There are campsites available at Camperland which is located across from Conneaut Lake Park. Call 814-382-5115 to make your reservation now. This is the busiest weekend at Camperland and they will fill-up soon.
- **HOTEL ACCOMMODATIONS**—Hotel Conneaut will reopen in the spring of 2016 under new management. It has also been announced that the room rates are being reduced by 50% and that that rate includes a hot breakfast. Please note that the hotel is already booking weddings and other celebrations so the rooms could fill up fast. Make your reservations as soon as possible. If you wish to stay at the hotel, the information can be found at the web site www.newconneautlakepark.com Look under the “Plan a Visit” tab and then lodging.
- This is the Fall Pumpkin Fest. In order to create the atmosphere of the Pumpkin Fest, we are asking that you display at least six (6) pumpkins, whether they are real, paper, plastic or fabric.

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- At least one photo of your display, equipment and/or food trailer must be submitted with your application. If you participated in the 2015 Pumpkin Festival, this requirement is waived unless your display, equipment and/or food trailer has changed.
- Every Food Vendor MUST furnish a **CERTIFICATE OF INSURANCE** for at least \$1,000,000 (one million dollars) per occurrence, \$2 million aggregate, naming the **TRUSTEES OF CONNEAUT LAKE PARK, INC** and **CONNEAUT LAKE AREA BUSINESS ASSOCIATION** as “**ADDITIONAL INSURED**”. These two entities must be named as “additional insured” not just as certificate holders. Failure to submit the Certificate of Insurance without the properly named “Additional Insured” will result in denial of acceptance to the Fest. These documents must be submitted prior to your setting up your equipment.
- CLABA will make every attempt to assure you exclusivity on your primary item on a first come, first serve basis. This applies to properly completed space agreements, listing of sales tax number, food establishment license, insurance certificated and necessary fees received by the deadline Date—Wednesday, September 16, 2016.
- Please note that the information has been pre-filled from the 2015 applications. Please correct any information that is incorrect or has changed.
- Please note: **This is a “no news is good news” acceptance. If you do not hear otherwise, your application has been accepted and we are looking forward to your being part of Pumpkin Fest. All participants MUST stop at the office on Reed Ave. in Conneaut Lake Office to receive your information packet PRIOR to setting up.**
- For questions or information, please call the CLABA hotline at 814-853-5833 or Becky Leonard @ 814-720-2917 or email claba@conneautlake.com Applications are also available online at www.conneautlake.com
- **Deadline is Wednesday, September 21, 2016. There are no guarantees that you will receive your same space as 2015 if full payment is not received by August 1, 2016. Even then, there are some changes being made in the park and we will have to work around those reconfigurations.**
- **PAYMENTS ARE NON-REFUNDABLE**
- Please complete, sign & return the agreement only, keeping the two information pages. The following must be included with your application:
 - _____ Completed and signed agreement, including Sales Tax Number
 - _____ Check or money order made payable to CLABA
 - _____ Photos (if applicable)
 - _____ Current Certificate of Insurance
 - _____ Copy of current state license to operate a food service establishment. If you do not have a state issued food license, include a copy of your latest count inspection certificate.
- Send all required information to **CLABA, Fall Pumpkin Fest, P.O. Box 646, Conneaut Lake, PA 16316**
- **Quality vendors provide quality goods and Services. The Fall Pumpkin Fest Committee FULLY expects that all of our vendors will stand behind their respective merchandise.**