



FOOD VENDOR CONTRACT

Between

Event Holder: Stratford Friends Parent Association
Stratford Friends School
2 Bishop Hollow Road, Newtown Square, PA 19073

And

Vendor Name: _____
Contact Person: _____
Mailing Address: _____

Phone Number: _____
Email Address: _____

Event Date: Saturday, October 26, 2019
Event Time: 10:00 am - 3:00 pm
Event Location: Stratford Friends School
2 Bishop Hollow Road, Newtown Square, PA 19073

1. Vendor Space:

- a. One Food Truck Space = \$100.00
- b. Each Vendor’s space location at the Event is at the discretion of the Event Committee with the intention of giving all vendors the best possible advantage of displaying their merchandise.
- c. Vendor space location will be provided in detail during the week of Oct 21st.

2. Taxes:

- a. Vendor shall assume responsibility for collecting Pennsylvania State Sales Tax on applicable sales transaction at this event.



3. Insurance Liability:

- a. Vendor will assume all risk with respect to his/her merchandise.
- b. All expenses in connection with transportation, packing, and unpacking of the merchandise and any insurance thereon desired by Vendor shall be borne by the Vendor.
- c. Stratford Friends School has no Liability for any loss, damage or injury to persons or property caused by negligence or other acts or failure to act of the Vendor, and the Vendor hereby agrees to indemnify and hold harmless Stratford Friends School from all such loss, damage or injury.
- d. Stratford Friends School requires an Insurance Certificate from each Vendor's insurance provider adding the following entity as an additional insured and holding them harmless from product liability for the "Fall Festival Event" from Friday, October 25, 2019 to Saturday, October 26, 2019:
Stratford Friends School
2 Bishop Hollow Road
Newtown Square, PA 19073

4. Deadlines:

- a. Vendors should submit their signed Vendor Contract with their Insurance Certificate and payment for space as soon as possible to guarantee their Event Space at the Fall Festival.
- b. Food vendors must submit a current copy of their licence and certificate from the Health Department. Event Spaces are limited and will be filled on a "first come, first served" basis.
- c. Checks should be made payable to "Stratford Friends School"
- d. Please note "Fall Festival" in the memo line.
- e. Mail the signed Vendor Contract, Insurance Certificate, payment and current copy of license and certificate from the Health Department to:
Stratford Friends School
2 Bishop Hollow Road
Newtown Square, PA 19073
% Heather Dooley-Henry
- f. The receipt and acceptance of the executed Vendor Contract, Insurance Certificate and payment will be acknowledged by email to the Vendor upon receipt
- g. A fully executed Vendor Contract will be returned on the event day
- h. Monday, September 30, 2019 is the final deadline for all Vendor Contracts and payments.



5. Event Operations:

- a. Saturday, October 26, 2019
 - i. 7:30 am to 9:30 am - Vendors begin arriving and set up their Event Spaces
 - ii. 9:30 am - Event Spaces should be ready for event
 - iii. 10:00 am to 3:00 pm - The Fall Festival is open for business.
 - iv. 3:00 pm to 4:00 pm - Vendors settle their payment
 - v. 3:00 pm to 4:15 pm - Vendors will complete the removal of their merchandise

6. This Vendor Contract sets forth the entire agreement and understanding between the parties with respect to the Stratford Friends Fall Festival event at Stratford Friends School. This Vendor Contract may not be altered or any of its provisions waived, except in writing.

IN WITNESS THEREOF, the parties have caused this Agreement to be duly executed this
Date: Month _____ Day _____ 2019

Signature
Stratford Friends Fall Festival

Signature
Vendor Name: _____
Contact Person: _____

2019 FALL
FESTIVAL 
STRATFORD FRIENDS SCHOOL

****Monday, September 30, 2019** is the final deadline for all Vendor Contracts and payments.

Cost: \$100

Truck Dimensions: Height: _____ X Width: _____ X Length: _____

Do you supply containers for trash collection at your site? Yes / No

Explain any special needs required to fulfill this contract:

Vendor desires to vend: (please list food items)

Mail application, \$100 fee, and required documentation to:

Stratford Friends School
% Heather Dooley-Henry
2 Bishop Hollow Road
Newtown Square, PA 19073