

**Business Office**  
 79 Bryden Street  
 Pittston Township, PA 18640  
 570-654-2503 • FAX: 570-654-0819  
 E-Mail: [northeastfair@aol.com](mailto:northeastfair@aol.com)

# NORTHEAST FAIR

**Fairgrounds**  
 20 Freeport Road  
 Grimes Industrial Park  
 Pittston Township, PA 18640  
 570-602-6375  
[www.northeastfair.com](http://www.northeastfair.com)

## Application for Food Service Space Northeast Fair • June 21 through June 26, 2011

– Complete and Return to Fair Business Office with \$250 check made payable to “Northeast Fair”.  
 Applications received earliest have space priority. –

**Price includes (1) 110V, 20 AMP electrical connection**

### A. OPEN SPACE

**22 FEET DEEP**

\$24/front foot + one time \$60 raffle tickets

Must purchase in 5' increments. Min. purchase 20 ft.

\_\_\_\_\_ x \$24 + \$60 = \$\_\_\_\_\_ Sub Total

No. of front ft. x Cost/ft. + Raffle Tickets

### B. OPEN SPACE

**36 FEET DEEP (LIMITED AVAILABILITY)**

\$30/front foot + one time \$60 raffle tickets

Must purchase in 5' increments. Min. purchase 20 ft.

\_\_\_\_\_ x \$30 + \$60 = \$\_\_\_\_\_ Sub Total

No. of front ft. x Cost/ft. + Raffle Tickets

### C. OPEN SPACE - Center Midway

*Center Midway is limited to 8' wide fully self-contained trailer units*

\$25/front foot + one time \$60 raffle tickets

Min. purchase 16 ft. Can purchase in 2' increments.

Be sure to include space for hitch.

(e.g. Trailer with hitch is 24' long X 8' wide; you will be charged for the length, or 24' x \$25 = \$600)

\_\_\_\_\_ x \$25 + \$60 = \$\_\_\_\_\_ Sub Total

No. of front ft. x Cost/ft. + Raffle Tickets

### D. ELECTRICAL CONNECTION

110 Volt

- 20 amps, 1 connection FREE
- 40 amps and/or 2 connections \$100.00
- 60 amps and/or 3 connections \$200.00

220 Volt

- 40 amps \$100.00
- 60 amps \$200.00
- 80 amps \$250.00

\* Service must supply minimum of 150 ft of electrical cable for 220V service.

### TOTALS

A. Open Space 26' deep	Sub Total	\$ _____
B. Open Space 36' deep	Sub Total	\$ _____
C. Open Space Center Midway	Sub Total	\$ _____
D. Additional Electrical Outlet	Sub Total	\$ _____

**Grand Total \$ \_\_\_\_\_**

**Food items I desire to sell:** (must receive advance approval for each item. Max. of 5 items for 20 front feet and under; max of 8 items for 22 front feet and over)


**ADDITIONAL CHARGE:  
 10% of gross sales to be paid nightly (Tuesday thru Saturday); no charge on Sunday.**

A deposit of \$250 is required to reserve space requested, balance due in full before May 15.

**Member**



**Pennsylvania State  
 Association  
 of County Fairs**

PLEASE PRINT  
 CLEARLY

\_\_\_\_\_  
*Signature & Title of FOOD Service Provider*

\_\_\_\_\_  
*PRINT Name & Title*

\_\_\_\_\_  
*Name of FOOD Service Provider*

\_\_\_\_\_  
*Address, City, State, Zip*

\_\_\_\_\_ *Home/Business Phone*                      \_\_\_\_\_ *Cell Phone*                      \_\_\_\_\_ *FAX*

**Limited on grounds RV spaces available – call for information.**

**STATEMENT OF AGREEMENT  
AND UNDERSTANDING**

The party (“applicant”) submitting the attached Application acknowledges, agrees and understands the following:

- The Northeast Fair is governed, sponsored and operated under the authority and supervision of the Pittston Township Fire Department (the “Department”);
- The Department is organized as a not-for-profit corporation under the laws of the Commonwealth of Pennsylvania;
- The Department provides fire safety, rescue and emergency services to the residents and property owners of Pittston Township, Pennsylvania and surrounding communities;
- The Department performs an essential government service for Pittston Township;
- In submitting this Application either for food concession services or for exhibitor/merchandise concession services, the Applicant is requesting to be approved as a sub-contractor to the Department for the provision of food or exhibitor/merchandise services at the Department’s Northeast Fair;
- The Northeast Fair is a recognized Pennsylvania State Agricultural Fair, showcasing agriculture, horticulture, home arts, home gardening, entertainment, demonstrations and food; and
- The applicant will abide by and adhere to the appropriate Department regulations governing participation at the **Northeast Fair.**

**UNDERSTOOD, AGREED TO AND ACCEPTED:**

**Applicant (Name & Title):** \_\_\_\_\_

\_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Date:** \_\_\_\_\_

## **NORTHEAST FAIR FOOD SERVICE REGULATIONS**

1. Application for Food Service space must be fully completed and returned with a \$300 deposit payable to Northeast Fair. Applications received earliest have space priority. The deposit will be applied toward the total balance due. Only fully self-contained food services will be considered. Prior year's service providers and deposited applications received the earliest have priority for space.
2. Non Profit organizations receive a 10% discount and are exempt from purchasing raffle tickets.
3. Each standard Food Service space includes fair provided electricity with one 110V-20 Amp electrical outlet, public water supply, trash disposal. Other electrical requirements are available at an additional charge. Centrally located sinks with hot water and sewerage are also fair provided. Service Providers must provide their own hose and connections to receive water from centrally located distribution points.
4. Final payment must be received on or before March 15, or the deposit will be forfeited and the space released to others. Deposits on unapproved applications will be refunded by March 15.
5. Assignment of space is at the sole discretion of the fair board.
6. The agreed upon food items for sale can not be changed or new items added without advance written fair approval.
7. **TRASH DISPOSAL/CLEANLINESS:** You must keep your space and equipment extremely neat and clean. You are required to consistently sweep the midway directly in front of and/or adjacent to your space, disposing of all refuse in appropriate trash containers, including the end of every evening. The fair will provide you with one or more trash containers depending upon the size of your stand. At the end of the evening empty your containers and insert a new plastic bag liner, then place all full plastic trash bags directly in front of your stand for collection. We demand an **EXTREMELY CLEAN** fair grounds.
8. Vulgar language is prohibited. Smoking is not permitted while working in your space. Maintain high standards of personal hygiene. Shoes and shirts are required at all times. Do not wear a shirt or clothing printed with wording or pictures that may be offensive to others. Treat fair guests the way you would want to be treated - smile!
9. Vehicles are **NOT** permitted on the midway during fair operating hours. Have your stand ready before the fair opens to the public.
10. You are responsible for obtaining insurance, permits and/or licenses for their operation and must comply with all laws and regulations regarding the preparation and sale of food at fairs & festivals in Pennsylvania.
11. **INSURANCE:** Services Providers are required to furnish a Certificate of Insurance containing coverage for General Liability including Products in the amount of \$300,000 minimum limits with the Pittston Township Volunteer Fire Department named as an additional insured.
12. All Service Providers must remain in their assigned space. Do not walk the midway attempting to sell your merchandise.
13. You are highly encouraged to provide seating for your guests so they can comfortably enjoy your products. You must provide your own tables and chairs, always keeping them clean. The lack of adequate clean seating is a major source of guest dissatisfaction at fairs and festivals, reducing the total amount of food sales and the amount of time guests remain at the event.

14. You are limited in the number of items that can be sold depending upon the size of space purchased. Variations of the same food will not be counted as additional items. Example: hot dogs, chili dogs and foot long hot dogs will be considered as one item. Hard ice cream in various flavors and combinations such as banana splits and Sundaes will be considered one item. On the contrary, hot dogs and hamburgers are two items. Hard ice cream and soft ice cream are two items. The fair committee will make these decisions.

15. The fair committee will typically limit the sale of the same food item to only one duplication; however, there may be additional duplications allowed for more common food items such as french fries and hamburgers.

16. BEVERAGES: Food Services can sell soft drinks and spring water in any size cup, can or plastic container desired, and do not count toward the total number of food items. Corporate sponsorships may dictate the brand of water and/or soft drinks that can be sold. No glass containers permitted. Fresh fruit drinks, milk shakes and specialty hot & cold beverages must receive advance approval and will be considered a food item for purposes of maximum allowable items per space. Please filter your water to assure a good tasting beverage.

17. ICE SALES: Ice cubes will be available on the fair grounds for purchase at reasonable prices. The fair committee adds a small markup to cover the cost of storage and electricity.

18. Signs & Decorations: You are highly encouraged to display signs and/or banners on the front of your area indicating your name and items available for sale. Use your good taste and try to make signs that are colorful and attractive as they help attract customers to your space. Item by item price signs must be clearly displayed within each stand. Attractive decorations including plants and flowers are encouraged at the entrance and/or within each space providing they do not extend out onto the midway which must be free and clear of obstructions (midway center stands can place decorations at the front or rear of their space).

20. PRICING: For simplicity, all food and beverage pricing must be in 25 cent increments: \$1.00, \$1.25, \$1.50, etc. Please don't attempt to price gouge. Ruinous price cutting will not be tolerated. Do not "give away" an item at or near cost to the detriment of other vendors. Base your selling price on the quality and size of food and beverage items provided.

21. CUSTOMER DISPUTES: Quickly and professionally resolve issues to the satisfaction of fair guests. Arguing is bad for everyone. You hereby empower the fair committee as final arbitrators and agree to abide by the decisions of the committee. Should you refuse to abide by the decision, you shall be immediately closed with money refunded for the remaining portion of the fair.

22. PARKING/ADMISSION/HOURS: You must park all vehicles in a designated Parking Area. Preferred Parking spaces near the main entrance are for the exclusive use of fair guests. You will be issued a reasonable number of free parking and fair admission passes, depending on your specific needs. The fair will open at 5:00 PM weekdays, Saturday and Sunday at 1:00 p.m.

23. BOTTLED GAS REFILLS: Gas must be purchased exclusively from Modern Gas Sales in the event you require your tanks refilled on site. Modern Gas will be at the fair grounds every day to fill tanks as necessary. If you remove your gas tanks from the grounds you can have them filled by the supplier of your choice. Modern's phone number is 570-457-5311.

24. EMERGENCY: Remain calm. Inform the nearest security person, firefighter, or Emergency Medical Technician (EMT). An extensive radio communications system is maintained within and between Fire, EMT, Security, Police, Reithoffer Shows & Fair personnel and the Luzerne County Communications Center. Identify yourself, give only the facts about an emergency or incident (don't speculate), report the exact location and number of people involved. In case of injury, do not move an injured person unless additional injury may occur due to their position - uniformed EMTs are on the grounds to provide trained assistance.

I have read and understand the Food Service Provider rules and regulations. My signature indicates that I and all others associated with my space shall abide by them.

NAME OF FOOD SERVICE \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

If you have not been a food service provider at our fair within the last 3 years, please furnish the names of 2 events (event name, contact person, address and phone number) where you have previously rented space. If you have never rented space as a food service provider, please list other qualifications as to why you believe you are qualified and experienced to make and serve food to thousands of potential guests at The Northeast Fair.