



**2024 Spuds & Spurs  
Festival Vendor Application  
Saturday, June 15<sup>th</sup>, 2024  
1:00 PM – 6:00 PM  
(No Rain Date)**

**Located in the Borough of Bath: South Chestnut Street between Main & Northampton Streets**

**DEADLINE FOR VENDOR REGISTRATION IS May 31, 2024. Vendors will incur a late fee of \$50 if the application is postmarked or sent after Friday, May 31st, 2024, applications will NOT be accepted after June 7th, 2024.**

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**(Keep this Page for Your Records)**

Vendor spaces are 10'x 10'. If you require a larger area, you must reserve AND pay for multiple space(s). Canopies must be kept within space allowed. Set-Up Time is 11 AM-12:30 PM. **Those who arrive earlier than 11:00 AM will be directed to wait; we do not advise coming earlier as traffic patterns do not allow you to safely/easily wait directly in the area. Spots will be assigned first-come, first-serve; we will not honor specific requests for spaces. This event is rain or shine - (sorry, no refunds).**

Please make checks payable to "GLVCC" and send to:

*Greater Lehigh Valley Chamber  
18 S. Main Street  
Nazareth, PA 18064*

Please utilize the enclosed check lists to ensure you have included all necessary paperwork as required by the Chamber and the Borough of Bath. **Applications sent without payment will NOT be accepted. Incomplete applications will be rejected and returned to sender to be completed.**

**NOTE: Fees are non-refundable. Vendors will incur a late fee of \$50 if the application is postmarked or sent after Friday, May 31st, 2024, applications will NOT be accepted after June 7, 2024. Electrical hooks up are NOT available for this event. Payment due at time of application submission; applications without payment will not be accepted. Participants are responsible for bringing their own tables, chairs, tablecloths, display signs, tent weights, etc. Quiet generators (60 dB (decibels) or quieter) stationed on food trucks are permitted; loud generators (71 dB (decibels) or louder) are not permitted for the comfort of our festival-goers and other vendors. Food trucks and vendors with trailers must unhitch their trailers for this event and remove vehicles from the premises. Canopies are required in case of rain or hot sun; tent weights are strongly encouraged. Vendors may not breakdown prior to 6:00 PM.**

You will receive confirmation once your application is accepted via email; approximately three to five days before the event, you will receive a packet via email of all pertinent information for the festival, including intake instructions.

**Additional Questions? Contact:**

Elyse Cuttic at [elysec@lehighvalleychamber.org](mailto:elysec@lehighvalleychamber.org), Aaron Gasparetti at [aarong@lehighvalleychamber.org](mailto:aarong@lehighvalleychamber.org), Jessica O'Donnell-Gower at [jessicao@lehighvalleychamber.org](mailto:jessicao@lehighvalleychamber.org), or Kylie Adams-Weiss at [kyliea@lehighvalleychamber.org](mailto:kyliea@lehighvalleychamber.org).



## **Spuds & Spurs Festival**

### **Registration Checklist (CRAFT/BUSINESS VENDOR):**

**Applications sent without payment will NOT be accepted. Incomplete applications will be rejected.**

- Chamber Vendor Application** – Please fill out completely.
- Vendor Registration Fee** – Please include a check made to GLVCC or list a credit card where indicated.
- Chamber Liability Form** –Form must be signed, dated, and have name printed.
- Borough of Bath’s Transient Retail Business License** – Please fill out clearly.
- Borough of Bath’s Waiver & Indemnification Agreement** –Form must be signed, dated, and have name printed.

*If you have questions regarding the Borough of Bath Vendor’s Insurance and Indemnification Agreement, please contact the Borough of Bath’s Office Secretary: Tanya Lamparter at 610-837-6525.*

- Certificate of Insurance (if applicable- please see waiver descriptions)**

All items can be emailed to Elyse Cuttic at [elysec@lehighvalleychamber.org](mailto:elysec@lehighvalleychamber.org) or mailed to: *Greater Lehigh Valley Chamber (18 S. Main Street, Nazareth, PA 18064).*



## **Spuds & Spurs Festival Registration Checklist (FOOD/ALCOHOL/ACTIVITY VENDOR):**

**Applications sent without payment will NOT be accepted. Incomplete applications will be rejected.**

- Chamber Vendor Application** – Please fill out completely.
- Vendor Registration Fee** – Please include a check made to GLVCC or list a credit card where indicated.
- Chamber Liability Form** –Form must be signed, dated, and have name printed.
- Borough of Bath’s Waiver & Indemnification Agreement** –Form must be signed, dated, and have name printed.

*If you have questions regarding the Borough of Bath Vendor’s Insurance and Indemnification Agreement, please contact the Borough of Bath’s Office Secretary: Tanya Lamparter at 610-837-6525.*

- Borough of Bath’s Transient Retail Business License** – Please fill out clearly.
- Borough of Bath’s Transient Retail Business License Fee** – Include check made out to “GLVCC” or credit card information with application. Alcohol Vendors (\$35.00) & Food Vendors (\$25.00) – Due at time of application.
- COI Acord 25 / Proof of Insurance Form** – Listing “The Greater Lehigh Valley Chamber of Commerce, and its officials, directors, employees and agents and the Borough of Bath, its councilpersons, officers, agents, appointees, independent contractors, and assignees; including but not limited to borough engineers, solicitors, employees, inspectors, code and zoning enforcement officers” as additionally insured. **(Must be this exact verbiage.)**

***Activity, Alcohol, and Food VENDOR FEES:*** *There is a \$100 deposit to secure your spot, all activity, alcohol and food vendors will need to list a credit card or include a check on the designated space of the vendor application.* Your credit card will not be charged unless you cancel less than 48 hours prior to the event in which case a \$100 penalty will be charged to the card listed on the application. Your vendor fee is 15% of your total sales from the festival. It will be collected after the event concludes on June 15<sup>th</sup>, 2024 by a staff member or event volunteer. This can be paid in cash, via check, or charged to the credit card you provide on this application.

***LICENSE FEES:*** *The Borough of Bath’s Transient Retail Business License costs are listed on the next page. Alcohol vendors = \$35, Food, and Activity Vendors = \$25. You will need to pay your required amount for this license when submitting your application. Please mark “X” with how you are paying for this fee:*

\_\_\_\_\_ CASH      \_\_\_\_\_ CHECK MADE OUT TO “GLVCC”      \_\_\_\_\_ CHARGE MY CREDIT CARD

### **FOOD VENDORS ONLY:**

**Menu Items** – The theme is POTATOES. If you are a food vendor, you are required to feature at least one *creative* potato dish (NOT JUST FRENCH FRIES). Please describe your potato product for our promotional requirements:

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All items can be emailed to Elyse Cuttic at [elysec@lehighvalleychamber.org](mailto:elysec@lehighvalleychamber.org) or mailed to: Greater Lehigh Valley Chamber (18 S. Main Street, Nazareth, PA 18064).

## 2024 Spuds & Spurs Festival Application

**\*\*Applications must be received by May 31, 2024. Late Fee of \$50 Applies for Applications Postmarked or Emailed After May 31, 2024. Applications will NOT be accepted after June 7th, 2024.\*\***

**Applications sent without payment will NOT be accepted. Incomplete applications will be rejected.**

### Craft/Business Vendors:

*This amount does include cost of the Borough of Bath's Craft Vendor Transient Fee (\$25.00).*

_____ Information booth: Borough of Bath business/Chamber Member/Non-Profit	\$65.00 per 10' x 10' space
_____ Information booth: Borough of Bath business/Non-Member	\$85.00 per 10' x 10' space
_____ Information booth: Borough of Bath business/Non-Profit	\$55.00 per 10' x 10' space

### Activity, Alcohol & Food Vendors:

*Upon receipt of application, your Borough of Bath Transient Retail Business Fee will be processed. Please send a check and/or fill in the credit card information for the amount listed below. All food handlers must have a temporary hand-washing set-up and appropriate food storage (i.e. ice, coolers, etc.) and all food handlers must wear disposable gloves.*

_____ Alcohol Vendor	<b>Due day of event: 15% of sales per 10' x 10' space</b> <i>Due now: \$35.00 Transient Borough Fee and \$100 deposit to secure your spot</i>
_____ Food Vendor	<b>Due day of event: 15% of sales per food truck/trailer</b> <i>Due now: \$25.00 Transient Borough Fee and \$100 deposit to secure your spot</i>
_____ Activity Vendor	<b>15% of sales per 10' x 10' space</b> <i>Due now: \$25.00 Transient Borough Fee and \$100 deposit to secure your spot</i>

### Late Fee:

\_\_\_\_\_ **Late fee** of \$50 for applications postmarked or emailed after May 31, 2024. Applications will NOT be processed after June 7<sup>th</sup>, 2024

**NOTE: Fees are non-refundable. Vendor will incur a late fee of \$50 if the application is postmarked or sent after Friday, May 31st, 2024, applications will NOT be accepted after June 7, 2024. Electrical hooks up are NOT available for this event. Payment due at time of application submission; applications without payment will not be accepted. Participants are responsible for bringing their own tables, chairs, tablecloths, display signs, tent weights, etc. Quiet generators (60 dB (decibels) or quieter) stationed on food trucks are permitted; loud generators (71 dB (decibels) or louder) are not permitted for the comfort of our festival-goers and other vendors. Food trucks and vendors with trailers must unhitch their trailers for this event and remove vehicles from the premises. Canopies are required in case of rain or hot sun; tent weights are strongly encouraged. Vendors may not breakdown prior to 6:00 PM.**

- See my enclosed check. (Make check payable to GLVCC) for \$ \_\_\_\_\_ (Amount). Check # \_\_\_\_\_
- I Prefer to pay with Credit Card. Please charge for \$ \_\_\_\_\_ (Amount).

Name on card: \_\_\_\_\_

Card Number: \_\_\_\_\_ Exp. Date \_\_\_\_\_ Sec. Code/CVV \_\_\_\_\_

Signature: \_\_\_\_\_

Business Name: \_\_\_\_\_

Main Contact Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Best Phone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

Brief Description of what you will be displaying or selling so we can be sure that vendors selling similar merchandise are not placed next to each other (Business exclusivity – Food Trucks must include Potato-themed item):

Food Trucks only: Truck or Trailer size: \_\_\_\_\_ Serving Window on Left or Right? \_\_\_\_\_

The Spuds Lite Committee reserves the right to limit vendors of like merchandise and reserves the right to remove objectionable merchandise. Participant Signature below acknowledges and agrees to all above information in **YELLOW**.

**Applications must be signed to be completed.**

**Participant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## **Vendor Liability Agreement**

### **Must be submitted with your vendor application!**

I wish to participate as a vendor or associate in the 2024 Spuds & Spurs Festival. I agree to accept all liability and responsibility for any personal injury, property damage, loss, theft or any other harm suffered by myself or others arising from or otherwise incident to my participation in the Event.

I, \_\_\_\_\_ (*the Vendor*) shall indemnify and hold The Greater Lehigh Valley Chamber of Commerce, and its officials, directors, employees and agents and the Borough of Bath, its councilpersons, officers, agents, appointees, independent contractors, and assignees; including but not limited to borough engineers, solicitors, employees, inspectors, code and zoning enforcement officers, harmless against all suits, claims demands and losses including costs, expenses and attorney's fees incurred as a result of any act or omission, neglect or misconduct of the Vendor during the Event.

- If you have liability insurance check here (    )
- If so, provide certificate of insurance naming the Greater Lehigh Valley Chamber of Commerce as additionally insured.
- What is the amount of your liability insurance? \_\_\_\_\_ (minimum \$500,000)

By signing this Agreement, the Vendor/Participant hereby requests the Greater Lehigh Valley Chamber of Commerce to reserve vendor space at the Event and affirms it has read, understands, and agrees to all terms and provisions of this Agreement.

Signed: \_\_\_\_\_

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

Print Name: \_\_\_\_\_