

Rivertown Hops August 5, 2017



Food Vendor Event Information and Application

Rivertown Hops is coordinated by the Susquehanna Valley Chamber of Commerce. Proceeds from this event will benefit the mission of this organization.

Food vendor participation is by invitation only. We are happy to extend this invitation to you to participate in this event. Please be aware that food or drink is also available from local businesses in the event area. **Please note that SVCC will limit participation in this event to eighteen (18) food truck vendors. We reserve the right to select among applicants so that we may provide a balanced offering of menu items.** Local food vendors (restaurants) may also be included in addition to the food trucks selected. Be advised that electricity is not available. This event will also feature approximately 35 to 40 vendors of craft brews.

Application Deadline and Confirmation

Registration forms with payment will be accepted until **June 30 or until we reach our limit of eighteen (18) food trucks**. Once the cut off is reached, notice will be posted on the SVCC website. Chosen food vendors will receive confirmation of their assigned space via email. **Spaces will be approximately 30' long.** A grid showing the approximate location of these spaces will also be posted on the SVCC website. Knowing your space location will facilitate the set-up process. No decisions on selection will be made prior to May 1, 2017.

Event Logistics

This event is open to the public who will have access to all food vendors. Participants are welcome to patronize the food vendors, selecting and paying for the menu items of their choice.

Tickets to sample the brews will be sold in advance and limited to the first 2000 people. These individuals must produce proof of age and will wear an event wristband provided at the SVCC booth. Only these individuals may sample the brews. The ticket price affords these individuals free sampling during the event as long as it is deemed safe by the servers. No alcohol will be sold during the event separate from the ticket fee.

Amenities

Churches near the event area may have their restrooms open for use. Portable toilets will be located at the intersection of Fourth and Locust Streets.

Arrival and Tear Down

Please begin arriving after 1:30 pm. Food and beverage vendors need to be completely in place before **3:30 pm** so that set up is finalized before we begin allowing patrons to enter the event area. Vendors arriving after 3:00 pm may not be placed. The event will run from 4:00 pm to 8:00 pm.

Food vendors may not tear down before 8:00 pm. Tear down must be completed by 9:00 pm. Tear down includes thorough clean-up of your area. Please tear down cardboard boxes and stack them next to the trash bins, not in them. Do not dispose of trash, cooking oils, etc., on Columbia Borough streets. Failure to comply may jeopardize future participation in SVCC events.

Event PR

Food vendors selected to participate in this event will be included in advance PR as media allows. Limited exposure on the SVCC digital sign and in event advertisements may be afforded to our food vendors.

Cancellation Information

The event will be held rain or shine, wind or heat. *Failure to appear or early withdrawal will jeopardize your participation in future events.*

Event expenses are covered in advance; therefore, no refunds are granted. However, we are aware that unforeseen situations arise. Please contact us should you find yourself in this predicament.

Contact Information

Have questions? Contact Monique Dickerson at the Susquehanna Valley Chamber of Commerce and Visitors Center. Email svcc@PaRivertowns.com or call (717) 684 - 5249.

Directions to Event

GPS Users

Enter this physical address: **300 Locust Street, Columbia, PA 17512**

From the West (York area)

- Rt. 30 E to Columbia/Marietta Rt. 441 exit
- Turn right onto Linden St
- At the traffic light, turn left onto Third St
- Proceed to the intersection of Third and Locust St; volunteers will direct you from this point.

From the East (Lancaster area)

- Rt. 30 W to Columbia/Marietta Rt. 441 exit
- Turn left onto Rt. 441 (Third St)
- Proceed to the intersection of Third and Locust St; volunteers will direct you from this point.

What You Must Submit When Applying

- Completed application **with payment**
- Copy of your mobile food license
- Copy of safe food handling certification
- Certificate of liability insurance



CONTACT NAME: _____
 BUSINESS/GROUP NAME: _____
 PHONE: _____ EMAIL: _____
 STREET/BOX : _____
 CITY: _____ STATE: _____ ZIP: _____
 MENU DESCRIPTION: _____

I would like to participate in Rivertown Hops as a food vendor.

OFFICE USE ONLY	
Space Assigned _____	
Date Received _____	
Amt Pd _____	
_____ Check	_____ Cash _____ CC

PAYMENT

This form and your total payment must be received by June 30, 2017. Make payment by credit card, check or money order payable to "SVCC". Include credit card information below. Return your application and payment to the **address listed at the bottom of this page.**

2017 SPACE FEES

Food truck..... \$ 75
 Food truck - sweets or beverages only \$ 50
 Local food establishments should contact SVCC for member and non-member pricing

TOTAL ENCLOSED: _____

Check one.

_____ Payment enclosed. (Cash, check or money order accepted.)
 _____ Credit card information is included.

We accept Visa, MasterCard, and Discover. _____ Exp. _____ CVC: _____

I have read and understand all vendor information provided in this document and agree to comply with all rules and procedures listed therein.

(signature required)

**Susquehanna Valley Chamber of Commerce and Visitors Center
 445 Linden Street PO Box 510
 Columbia, PA 17512**