



Dear Food Vendor,

We are celebrating 35 years of turning tongues blue at our Annual Blueberry Festival. Please consider being part of this family-friendly event. The annual Blueberry Festival at Burnside Plantation is an important fundraiser for Historic Bethlehem Museums & Sites and helps us care for our 20 historic buildings, 65,000 artifacts and provide educational programming in the local community, bringing three centuries of history to life. Located at 1461 Schoenersville Road, Bethlehem, PA 18018, Burnside Plantation is our historic 6.5-acre farm in the city. We appreciate your support of our mission by participating as a food vendor at the sweetest festival in the Lehigh Valley!

Festival Dates: Saturday and Sunday, July 16th and 17th, 2022 10:00am – 6:00pm

Below is the fee schedule and dates for completed applications to be submitted.

HBMS Food Vendor Applications Fee Schedule	Apply/Deposit due by July 1, 2022
10x10 Tent Space	\$500
10x20 Tent Space	\$700
20x20 Tent Space	\$800
Food Truck – (up to 15')	\$600
Food Truck – (15' to 20')	\$700

City Applications and Permit Fees	
City of Bethlehem Vendor Application - signed by Event Host	\$0.00
Business Privilege License from Tri State Financial	\$25.00
Health Department - required for serving OR sampling any food	\$41.00
Fire Review - required for any cooking or heating	\$15.00
Fire Permit - If requested by city upon review of application. Must be paid when picking up permit from City Hall	TBD

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Set Up:

Friday, July 15 th	2:00 pm – 6:00 pm
Saturday July 16 th	7:00am – 9:30am
Sunday, July 17 th	7:00am – 9:30am

*All trucks and cars must be off property by 9:30am prior to 10:00am start time

*Overnight security is provided Friday and Saturday night

Additional Food Vendor Information:

- **No blueberry pie or ice cream may be sold since these items are served in the HBMS Dessert Tent. Vendors are, however, encouraged to add specialty “blueberry” items to their menus that can be prompted to Festival attendees.**
- Signage with your company name and menu items should be attached to your booth.
- Vendors are prohibited from selling alcoholic beverages.
- Your booth footprint must fit in your stated space. Space will be allocated based on the dimensions that you submit with your application.

*The following entities **must be included** on your general liability insurance policy for a minimum of \$1,000,000 as additional insured.*

- **Historic Bethlehem Partnership Inc., and its Subsidiaries, and Lehigh County**
- No open flames will be permitted in tents, including, but not limited to charcoal, wood, propane, or gasoline stoves. Cooking with open fires must be in compliance with the regulations of the City of Bethlehem.
- All tents used for cooking should be made of fire-retardant materials.
- Storage (boxes, etc.) must be either in the tent/booth or behind it; no storage will be permitted beside the tent/booth.
- Tents must be staked.
- There will be no dumping of batter, gray water, or grease in dumpsters, in the Monocacy Creek, on the grass or anywhere on the premises.
- Vendors are responsible for their own garbage clean-up (i.e. cartons, cans. etc.) Dumpsters will be provided for food garbage and recyclable items only.
- Your booth must be open both days of the Festival, during the hours of the Festival, rain or shine.
- No pets are permitted in food vendor tents at any time.

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- Electricity is only available in designated areas and by prior arrangement. **Food vendors are required to supply their own electric extension cords to plug into the Festival's electrical system.**
- Booth locations will be determined by the Festival organizers and are not subject to change.
- No non-food items may be sold from a food booth.
- Ice will be available for purchase from HBMS or may be supplied by individual vendors.
- Each vendor will leave their site in the same condition as when they first arrived.
- An application is a commitment to show. **There will be no refunds given after acceptance.**

Historic Bethlehem Museums and Sites will award vendor space based on the types of foods offered, quality of presentation, cleanliness of the booth, as well as the vendor's experience in selling food at this type of event. Our goal is to have a balanced and wide variety of high-quality foods offered to the public at the Festival.

Checklist:

HBMS Requirements:

- Completed and signed HBMS application
- Utility requirements for all booth equipment
- Check or credit card information for HBMS vendor fee
- Liability Insurance with 3 entities listed above for dates of festival
- Copy of Menu with prices

City of Bethlehem Requirements:

- City of Bethlehem Special Events Vendor Application (attached)
- Business Privilege Tax license number (Call Tri State Financial if you do not have: 610-270-9520)
- ServSafe Manager Certificate (if you are serving or sampling any food or drink)
- Copy of Dept. of Agriculture License (for any food prepared offsite)
- Health and Fire Permit fees will be paid when picking up permit at City Hall

Forward all materials to the address below:

Historic Bethlehem Museums & Sites
Jennifer Bender
74 West Broad Street Suite #310
Bethlehem, Pa. 18018

Further Information:

Contact Jennifer or JBender@historicbethlehem.org for further information.



BLUEBERRY FESTIVAL VENDOR APPLICATION

Business Name: _____

Contact Person: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone (Home): _____ (Work): _____

Email: _____ Website: _____

Business Privilege License # _____

Size of Booth/Food Truck Space

List cooking and refrigeration equipment

Description of Equipment	Amperage/Wattage	Voltage
Size of Tent/Food Truck		

Events You Have Participated In Previously

Event	Date(s)
_____	_____
_____	_____
_____	_____

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Payment Form:

CHECK _____ CREDIT CARD (select one) MC _____ VISA _____ AMEX _____ DIS _____

Cardholder Name _____ Account Number _____

Expiration Date _____

Cardholder Signature _____

(Should your application not be accepted, your payment will be returned to the address you listed above or your credit card information will not be processed.)

Once accepted into the Blueberry Festival, I agree to participate in the Festival and abide by the requirements set forth in the letter and application form. I hereby relieve the Historic Bethlehem Museums & Sites and its agents from any responsibility for damage, theft or injury to myself, my agents or property. I also understand that the Space Fee is non-refundable. Any changes to this application must be made in writing and approved by both parties.

Signature: _____

Date: _____