

## **2025 National Night Out Vendor Application**

Business/Company/Group Name: \_\_\_\_\_

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

Website/Social Media Handles (If Applicable): \_\_\_\_\_

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

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

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

Office Phone: \_\_\_\_\_ Cell Phone (Required- day of event contact): \_\_\_\_\_

1. **City of Allentown is not responsible for stolen, lost or damage items.**
2. **Licensing:** Food Vendors must obtain a Health Food License, or show yearly license issued by the Health department. All food vendors must pass the on-site day of event health inspection to participate. Failure to pass inspection forfeits the acceptance, and you will be asked to leave the event. *Please Reference additional applications for required license/s, fees apply.*
3. **Lot Size and Assignment:** Food Vendor spaces will be based on the size of the Food Truck/Trailer/Tent and will be assigned by Event Organizers. Vendors are responsible for 10x10 tents, chairs, tables, weights, handwashing stations, and trash cans.
4. **Power:** Electricity or water hook-ups will NOT be provided. Vendors are responsible for power, water, and ice during the event. If you have a cooking unit such as gas or propane you must always have a working fire extinguisher on site.
5. **Set-Up/Tear Down:** Once you are parked, at your designated location, you will not be able to move until the completion of the event. Truck/vendors who are unable to reach the event by set up time on the event day may not be permitted to participate in the event. Vendors should arrive for set-up by time specified (330pm-430pm), Food vendors must be prepared for health inspection, and prepared for patrons 30-minutes prior to event start time (5pm). There will be no teardown/exit prior to event end. Trucks/ vendors will be released for departure after the conclusion of the event, and as crowd control/safe exit allows.
6. **Beverage Sales:** Vendors are encouraged to sell any beverages including, soda, juice, and water. All alcoholic beverage sales must be approved in advance and managed by always following PLCB and festival guidelines.
7. **Trash/ Clean-up:** The trash containers provided throughout the event space are for the attendees, do not stuff those containers with any large items. Bring a trash can to store trash until the event is over, if necessary. All participants are responsible for clean-up of their space and immediate surrounding area of said space. All cardboard must be broken down neatly and flattened. Please dispose of any trash/recycling at designated area as specified on acceptance permits. Any oil and/or grease must be taken with you and disposed of properly at an off-site facility. Any water or liquid/ice must be taken with you and disposed of properly into a designated drain. Do not dump ANYTHING on the ground or into drains where you are parked. *Please reference hand washing requirements, and grey water dumping rules/requirements.*

8. **Leaving prior to event conclusion:** Vendors who have exhausted food supplies or are eager to travel, may not leave prior to the official end time of an event. Vendors who do not adhere to event published event vending times will not be invited to submit proposals for future events.
9. **Parking Rules:** For safety reasons, no parking will be permitted on Festival grounds. Trucks, food trailers and support trailers must be un-hitched and parked on-site. Please plan accordingly for food serving and storage. All equipment including tents, grills, refrigerators, gas cylinders, prep tables, and additional serving tables (i.e., condiments/napkins) must be within the space allotted.
10. **Tent staking:** All tents used should be erected with required weights, no stakes into the ground is allowed. The use of ballast blocks, water barrels or other weights will be permitted as long as it done per the tent manufacturer recommendations and done in a safe manner.

*Indemnity Agreement: The vendor shall indemnify and save harmless the City of Allentown and Police athletic league inc. of Allentown, their officers, agents and employees from any and all liability, losses or damages, including attorney's fees and cost of defense, the city may sue as a result of claims, demands, suits and actions or proceedings of any kind or nature, including worker's compensation claims, in any way resulting from or arising out of the operations of the Vendor under this agreement including operations of any Sub-vendors, and the Vendor shall at his or her own expense appear defend and pay all charges of attorney's and all costs and other expenses arising therefrom or incurred in connection therewith; and if any judgements shall be rendered against the City of Allentown in any such act, the Vendor shall, at his or her own expense satisfy and discharge same.*

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

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

*By signing above, I agree and acknowledge that I have read and accept all event rules and guidelines.  
I acknowledge that submission of this application does not guarantee approval to be a part of the event.  
City of Allentown does not guarantee your financial success at this event. Vendor fees are non- refundable.*