



2018 FESTIVAL OF WOOD  
GREY TOWERS NATIONAL HISTORIC SITE  
FOOD VENDOR PROPOSAL  
INFORMATION AND REQUIREMENTS



**Proposal Deadline: April 2, 2018**

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**WHEN:** Saturday, August 4, 2018, 10am-5pm **AND** Sunday, August 5, 2018, 10am-4pm

**WHERE:** Grey Towers National Historic Site, Milford, PA

**CONTACT INFO:** Melody Remillard, 570-296-9671 or [mremillard@fs.fed.us](mailto:mremillard@fs.fed.us)

**PROPOSAL DEADLINE:** April 2, 2018 (Proposal does not guarantee participation).

Notifications will be made by May 1, 2018)

### **Festival of Wood Event Information**

The Festival of Wood is an educational event of the US Forest Service and its many partners and collaborators. It is held, **rain or shine**, on the first weekend in August at Grey Towers National Historic Site, Milford, PA, home of Gifford Pinchot, the founder and first Chief of the US Forest Service. Approximately 3,000 people take part in the Festival, which includes a wide variety of events, crafts, activities, food and entertainment intended to share our unique heritage of forestry and wood. We are pleased to have the opportunity to invite you to submit your proposal for the 14th Annual Festival of Wood!

### **Food Vendor Information**

- ◆ Proposals will be considered from commercial for-profit vendors only and must be received or postmarked by the deadline of April 2, 2018.
- ◆ Vendor must be present both days of the festival and booths must be open during festival hours and shall not be dismantled until the close of the event.
- ◆ Vendor shall provide his/her own booth tent canopy, 10'x10' or 10'x 20', or have self-contained mobile units or food vendor trailers that comply with all state health and safety codes. Booths must be maintained in a safe and sanitary manner and shall be removed from the premises at the termination of the event unless prior arrangements have been made with the US Forest Service.
- ◆ Vendor must supply his/her own hand washing station or equivalent set up (see attached diagram), as well as all furniture, equipment, adequate product quantity, etc., to ensure a successful operation. It is not necessary to supply seating for public use.
- ◆ Vendor must provide his/her own trash and grease containers with lids and bags for use in their tent/cart area. Trash bags should be tied and placed outside their tent or cart at the end of each day. The US Forest Service will pick up and remove trash.
- ◆ Each food vendor must supply his/her own dry-chemical-type portable fire extinguisher, having a rating no less than 40-B. Portable LP-gas containers, piping, hoses, valves and fittings shall be protected to prevent tampering or damage.



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- ◆ The US Forest Service will assign vendor spaces based on the site facilities and program layout. Vendor spaces are on grass in an open field. The US Forest Service will provide appropriate flooring for specified 10'x10' or 10'x 20' booths.
- ◆ Vendor shall prominently list and display the food and beverage items that are being sold with the cost for each.
- ◆ There is limited on-site electric available depending on vendor needs. Vendor shall provide the US Forest Service with a complete list of electrical appliances to be used along with the wattage and amperage required for each appliance. It is preferred that mobile units or trailers have his/her own power source. Please call 570-296-9642 if you have questions about the power source.
- ◆ Site visits are encouraged prior to the event to give potential vendors a clear understanding of the landscape and facilities available. To schedule an appointment, please call 570-296-9671.
- ◆ Set-up (tents, tables, chairs, etc.) is highly encouraged to be completed on Friday, August 3, 2018, 9am-5pm. If it is not possible to set up on Friday, set-up will be allowed on Saturday, August 4, 7am-9am.
- ◆ Food vendors must remove all vehicles to the designated vendor parking area by 9 am each day of the event. If supplies need to be replenished during the day, please make arrangements with US Forest Service staff in advance for established delivery routes.

## Health and Safety

All self-contained mobile units and trailers must have a current PA Health and Safety inspection permit and comply with all PA State Health and Safety Codes. In accordance with the **PA Department of Agriculture Food Employee Certification Act**, 3 Pa C.S. §§ 6501 – 6510, one *supervisory* employee per food facility is required to be certified in food safety and sanitation by taking a ***nationally recognized food certification class*** and obtaining a National Certificate of Completion. (National courses are those that have been approved by the Conference of Food Protection). In addition, food vendors must possess a license for a temporary event food facility from the PA Bureau of Food Safety. **Food vendors will need to include copies of their licenses, permits and certifications with their proposals.**

**\*All certifications, licenses and documentation must be posted for the duration of the event.**

**IMPORTANT:** All food vendors operating a temporary food facility at the Festival of Wood must adhere to the PA Bureau of Food Safety Temporary Food Facility guidelines, which can be found at [www.agriculture.pa.gov/consumer\\_protection/FoodSafety](http://www.agriculture.pa.gov/consumer_protection/FoodSafety) and clicking on *Retail Food*. A hard copy can also be mailed upon request.



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### **Insurance**

All food vendors must submit a certificate of insurance for a minimum \$1 million liability naming **US Forest Service Grey Towers NHS**, 151 Grey Towers Drive, Milford PA, 18337, as additionally insured.

### **Waste/Pollution Minimization (*Reduce, Reuse & Recycle*)**

The US Forest Service and its partners are striving to make the Festival of Wood a “Green” event. Please make every effort to minimize waste and pollution in the manufacture, use, storage, and recycling of materials. Our goal is to greatly minimize the amount of non-recyclable, non-compostable supplies used by all vendors at the Festival.

### **Menus**

On your Proposal, list all the food items that you are planning to serve and your suggested prices. Please note the following:

- All menu items and pricing are subject to review and acceptance by the US Forest Service.
- All standard 16.9 oz. bottled water is to be priced at \$1.00 per bottle.
- Menus are accepted on a “first come, first serve” basis and the US Forest Service will attempt to minimize duplication of items.
- No alcoholic beverages are permitted.

### **Fees**

With selection as a food vendor, the US Forest Service authorizes the food vendor to sell products on federal land under the authority granted by Participating Agreement or Special Use Permit. Fee requirements will be waived by the Director of Grey Towers NHS. Selected vendors will receive an acceptance letter with follow up information.

### **Cancellations**

Any cancellations from selected vendors must be made in writing and must be received by the US Forest Service at Grey Towers no later than July 2, 2018.

### **QUESTIONS?**

Call: (570) 296-9671 • E-mail: [mremillard@fs.fed.us](mailto:mremillard@fs.fed.us)

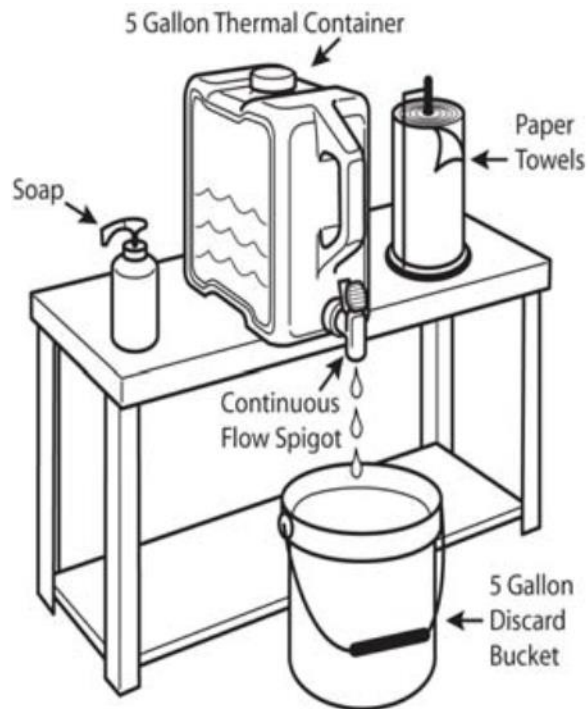
Fax: (570) 296-9675



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**Required Hand Washing Station Example**





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**2018 Festival of Wood Food Vendor Proposal**

Applicant Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

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

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

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Fax Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Please Select Vendor Space Needs:**

Description of booth, mobile unit or trailer, etc. (i.e. size, vehicles); photos are helpful:

\_\_\_\_\_

How many people will be present to run your concession? \_\_\_\_\_

**Proposed Menu Items:**

**Per Unit Serving Prices**



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## Electrical/Fire Safety Worksheet

In order to ensure that everyone has access to the electricity they need, please complete the following information. If you bring equipment that is not listed, we may not be able to accommodate your requirements.

- Do you need electricity in your booth space? Yes    No
  
- Do you need electricity overnight? Yes    No
  
- Are you planning to cook with charcoal /gas at the event? Yes    No
  
- How much electricity & how many circuits will you need?
  - 110 volts & \_\_\_\_\_ circuits
  - 220 volts & \_\_\_\_\_ circuits

Please list all the equipment & required AMPs that will be plugged in:

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**To expedite fire inspection, please complete the following information:**

How many portable LP-gas containers are you going to bring, and where are you planning to store full tanks? How will you secure the full tanks?

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### **Check List**

In order for your Proposal to be considered, it **MUST** be accompanied by ALL required forms. *Before mailing in your Proposal, please make sure you have included the following:*

- Food Vendor Proposal
- Electrical/Fire Safety Worksheet
- Copies of all required food service licenses, permits, certificates
- Certificate of Insurance naming US Forest Service, Grey Towers as additionally insured

### **Reminders**

**Proposal Deadline:** April 2, 2018

**Acceptance Notification:** May 1, 2018 (Vendors will receive email notification by this date)

**Set Up:** Friday, August 3, 9 am-5 pm (Recommended) **or**

Saturday, August 4, 7 am-9 am

Re-stocking: Sunday, August 5, 7 am-9 am

**Mail Proposals to:** US Forest Service, Grey Towers NHS  
P.O. Box 188  
Milford, PA 18337  
ATTN: Melody Remillard